DOCUMENT RESUME

ED 344 109 CE 061 444

TITLE	National Crime Information Center (NCIC) Training Videos.
INSTITUTION	Federal Bureau of Investigation, Washington, DC. National Crime Information Center.
PUB DATE	91
NOTE	204p.; This document consists of 18 brief printed facilitator guides that accompany the training videos.
AVAILABLE FROM	National Audiovisual Center, Customer Service Section, 8700 Edgeworth Drive, Capitol Heights, MD 20743-3701, (301) 763-1896 ($35.00 per VHS tape; use group order number cited in abstract).
PUB TYPE	Guides - Classroom Use - Instructional Materials (For Learner) (051) -- Audiovisual/Non-Print Materials (100)
EDRS PRICE	MF01/PC09 Plus Postage.
DESCRIPTORS	Crime; *Crime Prevention; Databases; *Information Networks; Information Systems; *Law Enforcement; *Police Action; *Police Education; Training
IDENTIFIERS	*National Crime Information Center

ABSTRACT

The Federal Bureau of Investigation's National Crime Information Center (NCIC) maintains a set of computerized files of documented criminal justice information reported by a network of over 60,000 participating national, regional, state, and local agencies. The files, dealing with wanted persons, missing persons, unidentified persons, and stolen property, are accessible through police radios, dispatch personnel, and NCIC terminals. The service operates 24 hours per day, 365 days per year, on a host computer system with telecommunications lines to the 50 states, the District of Columbia, Puerto Rico, and the Virgin Islands. Through this cooperative network, law enforcement agencies have direct online access to more than 20 million records organized in the following files: (1) Wanted Person; (2) Missing Person; (3) Unidentified Person; (4) Foreign Fugitive; (5) U.S. Secret Service Protective File; (6) Vehicle; (7) License Plate; (8) Securities; (9) Gun; (10) Boat; (11) Article; (12) Interstate Identification Index; and (13) Bureau of Alcohol, Tobacco, and Firearms (ATF) Violent Felon File. NCIC has produced a set of training videotapes, ranging from 5 to 16 minutes in length, to augment state and local programs to train personnel in NCIC security, procedures, data input, and online access. The training videos are available in the following eight groups: A18852 NCIC Overview for Law Enforcement Officials (LEOs); A18853 NCIC Vehicle File for LEOs, NCIC Vehicle File--The Winning Team, and NCIC Boat File; A18854 NCIC Hit Confirmation for the Patrol Officer, NCIC Validation Policy, and NCIC Responsibilities for the Agency Administrator; A18855 NCIC and Missing Children, NCIC Unidentified Person File, and NCIC Wanted Person File for LEOs; A18856 NCIC Packing the Record for LEOs and NCIC Investigative Off-Line Search; A18971 NCIC Interstate Identification Index (III) and NCIC System Security; A19068 NCIC/ATF Violent Felon File and NCIC Gun File; and A19110 NCIC Delayed Inquiry Program and NCIC Missing and Unidentified "Updating the Record." (WTB)

ED344109

NATIONAL CRIME INFORMATION CENTER (NCIC)

TRAINING VIDEOS

Federal Bureau of Investigation
U.S. Department of Justice

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

☑ This document has been reproduced as received from the person or organization originating it.

☐ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

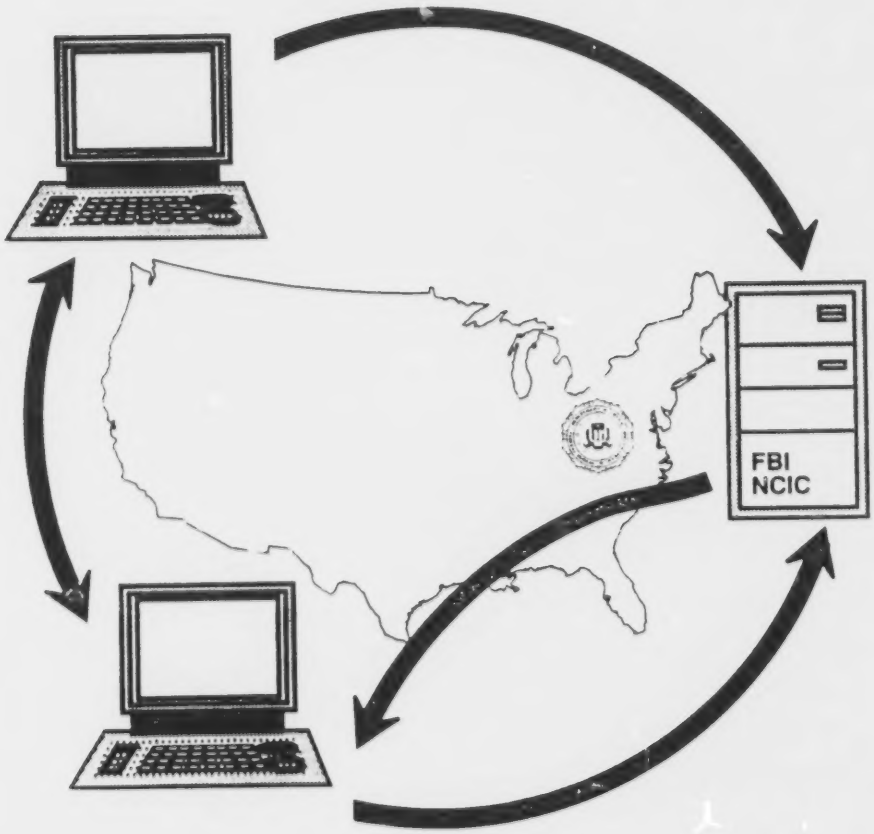
BEST COPY AVAILABLE

CE061444

U.S. Department of Justice
Federal Bureau of Investigation

NCIC

"Overview for Law Enforcement Officers"



NCIC...Depend on it.

The National Crime Information Center (NCIC) takes great pride in serving as a source of vital law enforcement information for the criminal justice community.

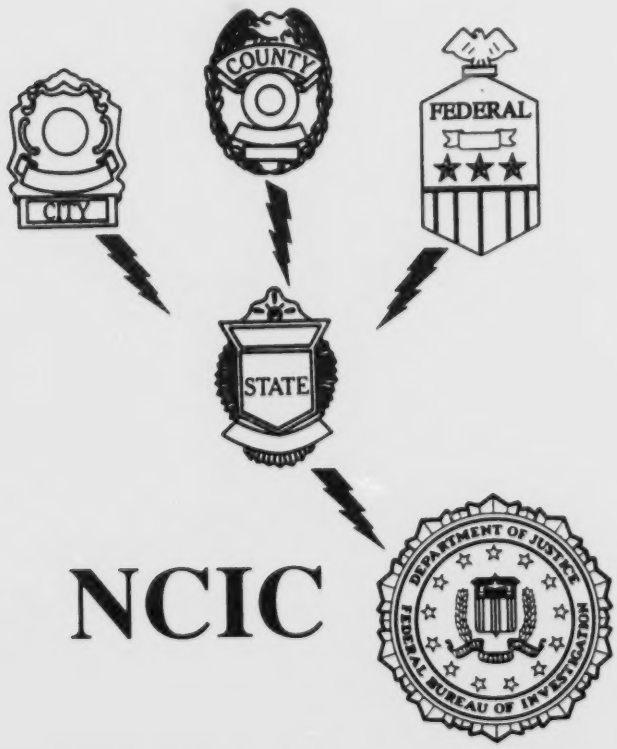
In conjunction with state and local law enforcement agencies, NCIC is coproducing instructional video tapes. These videos range from five to sixteen minutes in length and may be used to augment state NCIC training programs. They will provide a basic knowledge of NCIC policy and procedures for users at all levels. Expertise in NCIC operations will result in more efficient and effective criminal justice operations, help reduce liability, and most importantly, create a safer environment for the entire criminal justice community.

PREFACE

NCIC "Overview for Law Enforcement Officers" is an NCIC training video created for criminal justice personnel to provide an overview of the NCIC System. This video highlights basic facts regarding NCIC purpose, structure, and policy (Playing Time 6:19).

In addition, this guide will provide the information required to deliver an overview presentation on the NCIC System that will emphasize areas of importance.

The "Highlights," "Keys to Remember," and "Test Your Knowledge" sections of this guide are easily reproduced on standard copying machines and make ideal handout materials for reference and discussion.



HIGHLIGHTS

INTRODUCTION:

- NCIC is a computerized index of documented criminal justice information available to the law enforcement professional.
- Information on wanted or missing persons and stolen property is instantaneously accessible through police radios, dispatch personnel, and NCIC terminals.
- Service is operational 24 hours a day, 365 days a year.
- The Federal Bureau of Investigation (FBI) provides the host-computer system and telecommunication lines to the 50 states, the District of Columbia, Puerto Rico, and the U.S. Virgin Islands. They in turn operate their own computer systems providing access to local criminal justice agencies and regional networks.
- Through this cooperative network, more than 17,000 agencies have direct on-line access to more than 20 million records in NCIC alone.
- The participation of criminal justice professionals at all levels is essential to effective operation of NCIC.
- The FBI manages NCIC at the national level by working directly with the Advisory Policy Board (APB) composed of 30 criminal justice professionals from throughout the United States.
- The system is divided into four regions, each represented by a Regional Working Group (RWG).
- Local agency participation is assured through the election of six local representatives to each region.
- Each agency has a Terminal Agency Coordinator (TAC) responsible for liaison with the state manager of the NCIC system.

RECORD FILES:

- NCIC has (13)* files of documented criminal justice information:

1. Wanted Person file
2. Missing Person file
3. Unidentified Person file
4. Foreign Fugitive file
5. U.S. Secret Service Protective file
6. Vehicle file
7. License Plate file
8. Securities file
9. Gun file
10. Boat file
11. Article file
12. Interstate Identification Index
13. ATF Violent Felon file*.

- The most crucial step for law enforcement is to enter information as soon as it is available.
- Immediate entry of information is particularly critical in the Vehicle file because of the number of routine traffic stops.
- The failure to enter information immediately can have tragic consequences.
- Timely entry of even incomplete information can be instrumental in solving a crime or protecting an officer.
- The NCIC system, along with its state and local partners, is constantly being enhanced to meet the ever-changing needs of the law enforcement community.

KEYS TO REMEMBER

1. NCIC IS A COMPUTERIZED INDEX OF DOCUMENTED CRIMINAL JUSTICE INFORMATION AVAILABLE 24 HOURS A DAY, 365 DAYS A YEAR. NCIC HAS (13)* FILES OF DOCUMENTED CRIMINAL JUSTICE INFORMATION.

2. THE FBI MANAGES NCIC AT THE NATIONAL LEVEL BY WORKING DIRECTLY WITH AN ADVISORY POLICY BOARD COMPOSED OF 30 CRIMINAL JUSTICE PROFESSIONALS FROM THROUGHOUT THE UNITED STATES. THE SYSTEM IS DIVIDED INTO FOUR REGIONS, EACH REPRESENTED BY A REGIONAL WORKING GROUP.

3. THE MOST CRUCIAL STEP FOR LAW ENFORCEMENT IS TO ENTER INFORMATION (INCLUDING INCOMPLETE INFORMATION) AS SOON AS IT IS AVAILABLE. THIS CAN BE INSTRUMENTAL IN SOLVING A CRIME OR PROTECTING AN OFFICER. FAILURE TO ENTER INFORMATION IMMEDIATELY CAN HAVE TRAGIC CONSEQUENCES.

4. YOUR DEPARTMENT HAS A DESIGNATED TERMINAL AGENCY COORDINATOR. IF YOU HAVE ANY SUGGESTIONS OR QUESTIONS, CONTACT YOUR TAC.

* NOTE: THE ADDITION OF THE NCIC/ATF VIOLENT FELON FILE CHANGES THE NUMBER OF DOCUMENTED CRIMINAL JUSTICE INFORMATION FILES FROM (12) TO (13). THIS GUIDE REFLECTS THE CHANGE. THE VIDEO TAPE PROGRAM DOES NOT REFLECT THIS CHANGE AND VIEWERS SHOULD BE ADVISED.

TEST YOUR KNOWLEDGE

1. NCIC is a computerized index of documented _____ _____ _____.

2. Information on wanted or missing persons and stolen property is instantaneously accessible through police radios, dispatch personnel, and NCIC terminals. (T or F)

3. Service is operational ___ hours a day, ___ days a year.

4. The FBI provides the host-computer system and telecommunication lines to the 50 states, the District of Columbia, Puerto Rico, and the U.S. Virgin Islands. (T or F)

5. The FBI manages NCIC at the national level by working directly with the APB composed of _____ criminal justice professionals from throughout the United States.

6. The system is divided into four regions, each represented by a _____ _____ _____.

7. Each agency has a _____ _____ _____ responsible for liaison with the state manager of the NCIC system.

8. NCIC has ___* files of documented criminal justice information.

9. The most crucial step for law enforcement is to _____ information as soon as it is available.

ANSWERS

1. criminal justice information

2. True

3. 24, 365

4. True

5. 30

6. Regional Working Group (RWG)

7. Terminal Agency Coordinator (TAC)

8. (13)*

9. enter

NCIC TRAINING VIDEOS

Additional copies of this or other NCIC Training Videos may be purchased from:

National Audiovisual Center
Customer Service Section
8700 Edgeworth Drive
Capitol Heights, Maryland 20743-3701
(301) 763-1896

VISA and MASTERCARD orders may be made by calling

1-800-788-6282

Topics will be grouped on single VHS in the following sets:

ORDER #	TITLES	PRICE
A18852	NCIC Overview	$30/15 **
A18853	NCIC Vehicle File NCIC Vehicle File "The Winning Team" NCIC Boat File	$35
A18854	NCIC Hit Confirmation NCIC Validation Policy NCIC Responsibilities for the Agency Administrator	$35
A18855	NCIC Missing Children NCIC Unidentified Person File NCIC Wanted Person File	$35

ORDER #	TITLES	PRICE
A18856	NCIC Packing the Record NCIC Investigative Off-Line Search	$35
A18858	NLETS The Vital Link - Overview	$30/15 **
A18971	NCIC Interstate Identification Index NCIC System Security	$35
A19068	NCIC/ATF Violent Felon File NCIC Gun File	$35

** IF YOU PURCHASE ONLY OVERVIEW PROGRAMS THE COST IS $30 EACH. IF YOU ORDER ONE OR MORE $35 PROGRAMS YOU MAY PURCHASE ONE OR BOTH OVERVIEW PROGRAMS AT $15 EACH.

FOR FURTHER INFORMATION, CALL
(301) 763-1896

U.S. Department of Justice
Federal Bureau of Investigation

NCIC

"The Vehicle File for Law Enforcement Officers"

NCIC...Depend on it.

The National Crime Information Center (NCIC) takes great pride in serving as a source of vital law enforcement information for the criminal justice community.

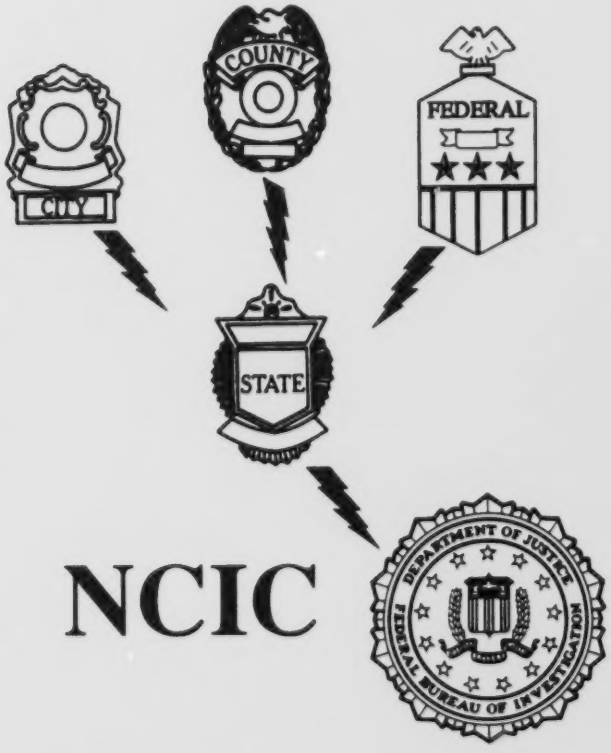
In conjunction with state and local law enforcement agencies, NCIC is coproducing instructional video tapes. These videos range from five to sixteen minutes in length and may be used to augment state NCIC training programs. They will provide a basic knowledge of NCIC policy and procedures for users at all levels. Expertise in NCIC operations will result in more efficient and effective criminal justice operations, help reduce liability, and most importantly, create a safer environment for the entire criminal justice community.

PREFACE

The "NCIC Vehicle File for Law Enforcement Officers" is an NCIC training video created for criminal justice personnel to provide an overview of the NCIC Vehicle File. This video highlights required data for completing record inquiries and entries (Playing Time 7:18).

In addition, this guide will provide the information required to deliver a presentation on the Vehicle File that will emphasize areas of importance.

The "Highlights," "Keys to Remember," and "Test Your Knowledge" sections of this guide are easily reproduced on standard copying machines and make ideal handout materials for reference and discussion.



HIGHLIGHTS

INTRODUCTION:

- The NCIC Vehicle File enhances officer safety on vehicle stops.
- Vehicle thefts are increasing with over 1,400,000 vehicles stolen last year.

INQUIRY OF THE STOLEN VEHICLE FILE:

- Although an inquiry can be made on license plate number only, the license plate state should be used. This will limit the search to that state.
- An inquiry can also be made on a Vehicle Identification Number (VIN).
- An inquiry may produce a positive response from records entered in any of the following files:
  - Vehicle File - Including Stolen Vehicle, Felony Vehicle, and Vehicle Parts.
  - License Plate File
  - Wanted Person File
  - Missing Person File
- If you receive a positive response from an inquiry - CONFIRM the hit with the entering agency BEFORE an arrest or seizure of property is made.

ENTRY OF A STOLEN VEHICLE RECORD:

- Enter information only after an official police theft report has been made.
- Loaned, rented, or leased vehicles not returned may be entered IF an official theft report has been made.
- Vehicle types which can be entered include automobiles, aircraft, trucks, trailers, farm and garden equipment, motorcycles, all-terrain vehicles, snowmobiles, and construction equipment.
- As long as the theft remains active, NCIC policy allows

a stolen vehicle record to remain on file for the year of entry plus (4) years when the VIN is entered.

NOTE: Some state systems may have a shorter retention period.

- If license plate information is used without a VIN, the record will only remain on file for 90 days.

ENTRY OF A FELONY VEHICLE RECORD:

- Felony Vehicle information may be entered into the system IF:
  1. a vehicle has been used in the commission of a felony, AND
  2. the vehicle can be identified by either complete license plate number or VIN, AND
  3. the whereabouts of the vehicle are unknown.

- Felony Vehicle records remain on file for at least 90 days and are purged from the file.

PROCEDURES:

- Theft reports should be relayed to records or telecommunications personnel IMMEDIATELY for entry into NCIC.
- Accurately obtain information on vehicles and enter correctly. Incorrect data in an entry can cause a missed hit, resulting in the failure to alert officers of stolen property or possible danger.
- Obtain as much information as possible, but DO NOT DELAY ENTRY for the sake of completeness. Additional data can always be added later by modifying the record.

KEYS TO REMEMBER

1. Always make an inquiry on the license number and state when you stop a vehicle.

2. If you get a positive response on your inquiry, confirm the hit before you arrest the subject or seize the property.

3. If you take a stolen report, relay the information immediately.

4. If you make an inquiry on a vehicle, you may receive a response concerning a wanted or missing person who is known to use that vehicle.

Many state and local systems maintain vehicle files with different entry criteria. Your State Control Terminal Agency has established specific policy and requirements concerning the use of these files. Consult your state systems operating manual and Control Terminal Officer for more information.

TEST YOUR KNOWLEDGE

1. An inquiry can be made on a vehicle through NCIC using the license plate number only. (T or F)

2. An abandoned vehicle may be inquired upon by using the _____ only, or the _____ only, or both.

3. Providing the theft remains active, how long will a stolen vehicle record with a VIN remain on file in NCIC?
   Without a VIN?

4. A felony vehicle may be entered into the system providing the location of the vehicle is _____.

5. You receive a hit on a stolen vehicle inquiry. Before you make an arrest or seize property, what must you first do?

ANSWERS

1. True - an inquiry can be made on a vehicle using the license plate number without knowing the license plate state. The state should be used if known, as it will limit the search to that state.

2. license plate information, VIN

3. A stolen vehicle record with a VIN will remain on file in NCIC for the year of entry plus (4) years. A stolen vehicle record without a VIN will remain on file in NCIC for 90 days.

4. unknown

5. CONFIRM THE HIT with the entering agency(ies).

NCIC TRAINING VIDEOS

Additional copies of this or other NCIC Training Videos may be purchased from:

National Audiovisual Center
Customer Service Section
8700 Edgeworth Drive
Capitol Heights, Maryland 20743-3701
(301) 763-1896

VISA and MASTERCARD orders may be made by calling

1-800-638-1300

Topics will be grouped on single VHS in the following sets:

ORDER #	TITLES	PRICE
A18852	NCIC Overview	$30/15 *
A18853	NCIC Vehicle File NCIC Vehicle File "The Winning Team" NCIC Boat File	$35
A18854	NCIC Hit Confirmation NCIC Validation Policy NCIC Responsibilities for the Agency Administrator	$35
A18855	NCIC Missing Children NCIC Unidentified Person File NCIC Wanted Person File	$35
A18856	NCIC Packing the Record NCIC Investigative Off-Line Search	$35
A18858	NLETS The Vital Link - Overview	$30/15 *

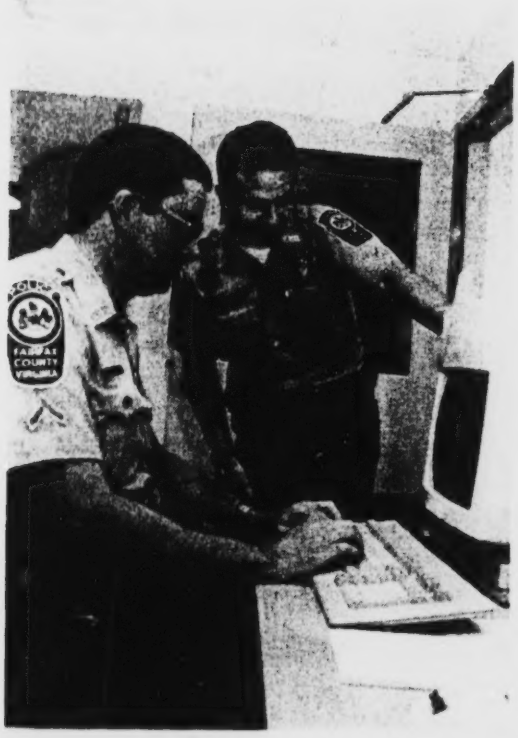
* IF YOU PURCHASE ONLY OVERVIEW PROGRAMS THE COST IS $30 EACH. IF YOU ORDER ONE OR MORE $35 PROGRAMS YOU MAY PURCHASE ONE OR BOTH OVERVIEW PROGRAMS AT $15 EACH.

FOR FURTHER INFORMATION, CALL
(301) 763-1896

U.S. Department of Justice
Federal Bureau of Investigation

NCIC

"Vehicle File – The Winning Team"



NCIC...Depend on it.

The National Crime Information Center (NCIC) takes great pride in serving as a source of vital law enforcement information for the criminal justice community.

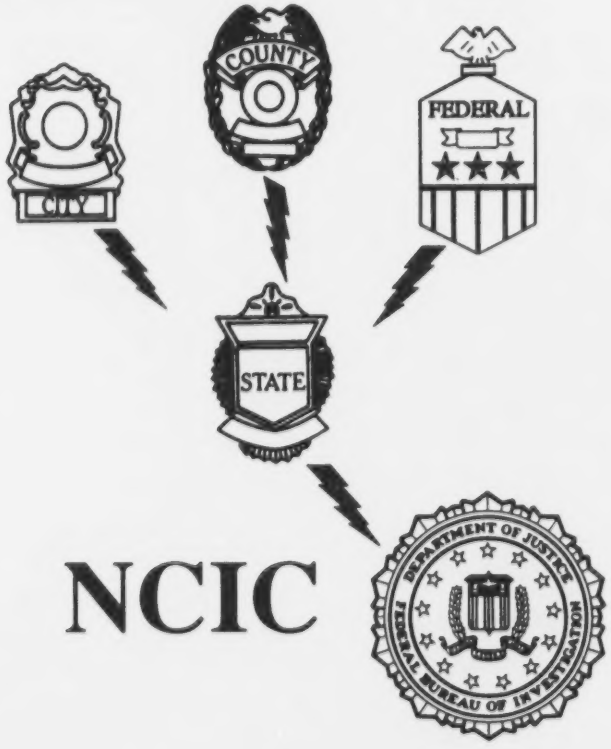
In conjunction with state and local law enforcement agencies, NCIC is coproducing instructional video tapes. These videos range from five to sixteen minutes in length and may be used to augment state NCIC training programs. They will provide a basic knowledge of NCIC policy and procedures for users at all levels. Expertise in NCIC operations will result in more efficient and effective criminal justice operations, help reduce liability, and most importantly, create a safer environment for the entire criminal justice community.

PREFACE

NCIC "Vehicle File - The Winning Team" is an NCIC training video created for criminal justice personnel to depict the cooperative effort between terminal operators and police officers using the NCIC Vehicle File. Computer search parameters and hit confirmation procedure are also presented (Playing Time 16:00).

In addition, this guide will provide the information required to deliver a presentation on the Vehicle File that will emphasize areas of importance.

The "Highlights," "Keys to Remember," and "Test Your Knowledge" sections of this guide are easily reproduced on standard copying machines and make ideal handout materials for reference and discussion.



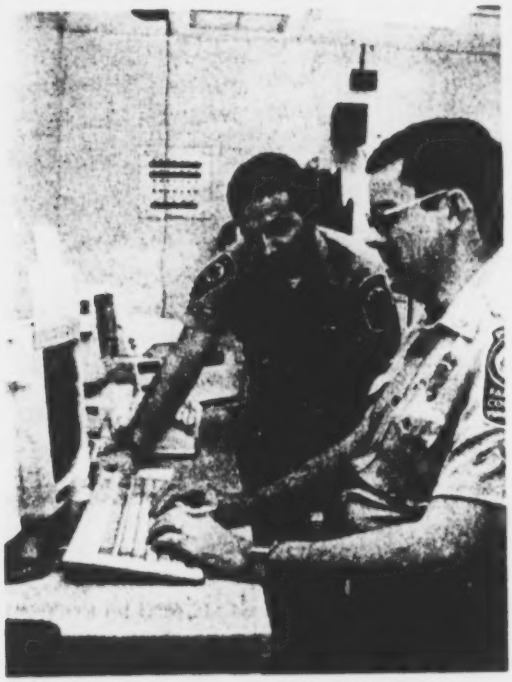
HIGHLIGHTS

INTRODUCTION:

- The value of information in NCIC, state, and local systems depends on the ability of the terminal operator at the dispatch center and the law enforcement officer to work together.

- Officer safety and effectiveness depend upon the ability of the terminal operator to promptly, accurately, and completely obtain and interpret criminal justice information.

- Teamwork between the officer on the street and the terminal operator is essential when dealing with the NCIC Vehicle File.



OPERATING PROCEDURE CRITERIA:

- NCIC depends on the timely, accurate, and complete entry of data.
- State Department of Motor Vehicles (DMV) and the National Law Enforcement Telecommunications System (NLETS) provide on-line access for the terminal operator to immediately obtain full vehicle registration data.
- State DMV and NLETS also provide the opportunity to verify license plate information the victim has provided by comparing the DMV information against the initial theft report.
- Ensure that the information provided by the complainant and information obtained from the system represent the same vehicle.
- A follow-up investigation should be conducted when a discrepancy is noted.
- Beginning in 1981, all U.S. made on-the-road vehicles are required to have a 17 character Vehicle Identification Number (VIN).

- This 17 character VIN is designed to conform to a universal edit standard which allows the NCIC computer to check the VIN and determine whether it is valid.
- Obtaining the full VIN is essential when entering a record or making an inquiry.
- If the message, "Verify VIN, it does not conform to VIN standards for 1981 and later vehicles" is received when entering a record or making an inquiry:
  (1) verify that neither the officer nor the operator made an error; and
  (2) if the correct VIN was obtained from the vehicle and used, the "Verify VIN" message indicates that a fictitious VIN may have been placed on the vehicle.
- NCIC will match a record based on a PARTIAL VIN search, using the rightmost 8 characters of the VIN used in the inquiry.
- WHEN A HIT OCCURS, VERIFY ALL DATA BEFORE TAKING FURTHER ACTION; both the terminal operator and the officer should ensure that the hit matches the full vehicle description including the make, model, year, and VIN.
- A felony vehicle record may be entered into NCIC providing that the whereabouts of the vehicle is unknown.

- Officers and terminal operators must IMMEDIATELY ENTER license plate information on felony vehicles, while at the same time ensuring that the information is reliable.

- Judgement of the investigating officer, the circumstances of the felony, and agency policy are factors that MUST be considered when making a felony vehicle entry.

HIT CONFIRMATION PROCEDURE:

- AN NCIC HIT ALONE DOES NOT CONSTITUTE PROBABLE CAUSE.
- A HIT ALONE DOES NOT PROVIDE THE LEGAL GROUNDS TO SEIZE A VEHICLE.
- Before taking any action, you must first CONFIRM THE HIT. CONTACT the agency that entered the record and VERIFY that the vehicle remains STOLEN, and the vehicle inquired upon is IDENTICAL to that vehicle described in the record.
- The terminal operator should CONFIRM THE HIT AS QUICKLY AS POSSIBLE.

KEYS TO REMEMBER

(1) Officer safety and effectiveness depend upon the ability of the terminal operator to promptly, accurately, and completely obtain and interpret criminal justice information.

(2) NCIC depends upon the timely, accurate, and complete entry of data.

(3) Obtaining the full VIN is essential when entering a record or making an inquiry. The NCIC computer searches the rightmost 8 characters of the 17 character VIN. CAREFULLY READ EACH POSITIVE RESPONSE TO ENSURE THE HIT MATCHES THE FULL VEHICLE DESCRIPTION INCLUDING THE MAKE, MODEL, YEAR, AND VIN.

(4) CONFIRM THE HIT. CONTACT the agency that entered the record and VERIFY that the vehicle remains STOLEN and the vehicle inquired upon is IDENTICAL to the vehicle described in the record.

Many state and local systems may have additional rules concerning this topic. Your state NCIC Control Terminal Agency has established specific policy and requirements concerning practices and procedures. Consult your state Control Terminal Officer for more information.

TEST YOUR KNOWLEDGE

1. Beginning with the 1981 model year, all U.S. made on-the-road vehicles are required to have a _____ character VIN.

2. NCIC depends upon the _____, _____, and _____ entry of data.

3. Obtaining the _____ VIN is essential when entering a record or making an inquiry.

4. The NCIC computer will match a record based on _____ VIN search.

5. This search is based on the _____ characters of the VIN used in the inquiry.

6. Both _____ _____ and _____ must carefully read each response to ensure the hit matches the full vehicle description including make, model, _____, and _____.

7. Felony vehicles may also be entered into NCIC providing the whereabouts of the vehicle are _____.

8. An NCIC hit alone does not constitute _____ _____.

9. A hit alone does not provide the legal grounds to _____ the vehicle.

10. To confirm the hit means to _____ the agency that entered the record and _____ that the vehicle remains stolen, and the vehicle is _____ to that described in the record.

ANSWERS

1. 17
2. timely, accurate, complete
3. full
4. partial
5. rightmost 8
6. terminal operators, officers, year, VIN
7. unknown
8. probable cause
9. seize
10. contact, verify, identical

NCIC TRAINING VIDEOS

Additional copies of this or other NCIC Training Videos may be purchased from:

National Audiovisual Center
Customer Service Section
8700 Edgeworth Drive
Capitol Heights, Maryland 20743-3701
(301) 763-1896

VISA and MASTERCARD orders may be made by calling:
1-800-638-1300

Topics will be grouped on single VHS in the following sets:

ORDER #	TITLES	PRICE
A18852	NCIC Overview	$30/15 *
A18853	NCIC Vehicle File NCIC Vehicle File "The Winning Team" NCIC Boat File	$35
A18854	NCIC Hit Confirmation NCIC Validation Policy NCIC Responsibilities for the Agency Administrator	$35
A18855	NCIC Missing Children NCIC Unidentified Person File NCIC Wanted Person File	$35
A18856	NCIC Packing the Record NCIC Investigative Off-Line Search	$35
A18858	NLETS The Vital Link – Overview	$30/15 *
A18971	NCIC Interstate Identification Index NCIC System Security	$35

* IF YOU PURCHASE ONLY OVERVIEW PROGRAMS THE COST IS $30 EACH. IF YOU ORDER ONE OR MORE $35 PROGRAMS YOU MAY PURCHASE ONE OR BOTH OVERVIEW PROGRAMS AT $15 EACH.

FOR FURTHER INFORMATION, CALL
(301) 763-1896

U.S. Department of Justice
Federal Bureau of Investigation

NCIC

"Boat File "

NCIC...Depend on it.

The National Crime Information Center (NCIC) takes great pride in serving as a source of vital law enforcement information for the criminal justice community.

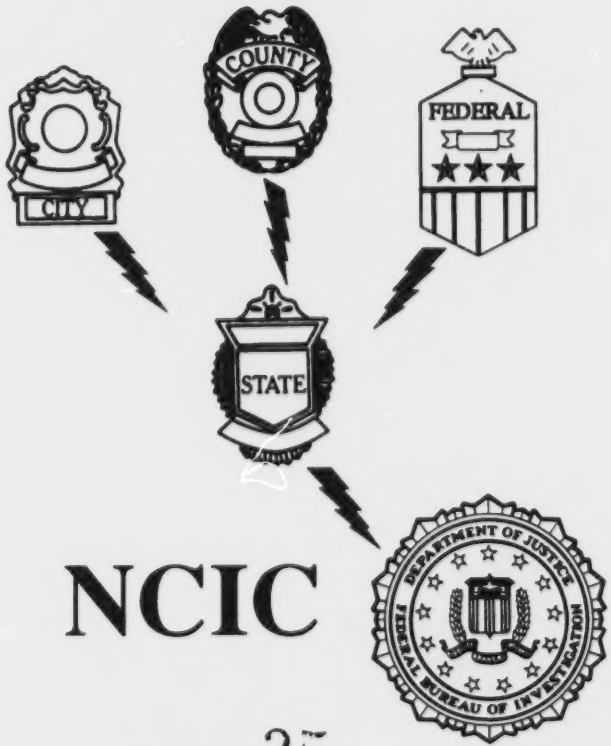
In conjunction with state and local law enforcement agencies, NCIC is coproducing instructional video tapes. These videos range from five to sixteen minutes in length and may be used to augment state NCIC training programs. They will provide a basic knowledge of NCIC policy and procedures for users at all levels. Expertise in NCIC operations will result in more efficient and effective criminal justice operations, help reduce liability, and most importantly, create a safer environment for the entire criminal justice community.

PREFACE

NCIC "Boat File" is an NCIC training video created for criminal justice personnel to provide an overview of the NCIC Boat File. This video highlights required data for completing record entries (Playing Time 12:25).

In addition, this guide will provide the information required to deliver a presentation on the Boat File that will emphasize areas of importance.

The "Highlights", "Keys to Remember", and "Test Your Knowledge" sections of this guide are easily reproduced on standard copying machines and make ideal handout materials for reference and discussion.



NCIC

HIGHLIGHTS

INTRODUCTION:

- Stolen property was not recovered because the officer did not check the boat or boat motor through NCIC.
- NCIC can be used to check boats in the same manner wanted and missing persons, vehicles, and license plates are checked, 24 hours a day, 365 days a year.

OPERATING PROCEDURE CRITERIA:

- A record for any unrecovered stolen boat which has a permanently attached hull number, registration number, Coast Guard document number, or owner applied number may be entered into NCIC if an official police report has been filed.
- The BOAT HULL NUMBER or HULL IDENTIFICATION NUMBER is the most important number. This number must have at least 12 characters and is similar to a Vehicle Identification Number. IT IS ESSENTIAL THAT THE ENTIRE NUMBER BE OBTAINED.

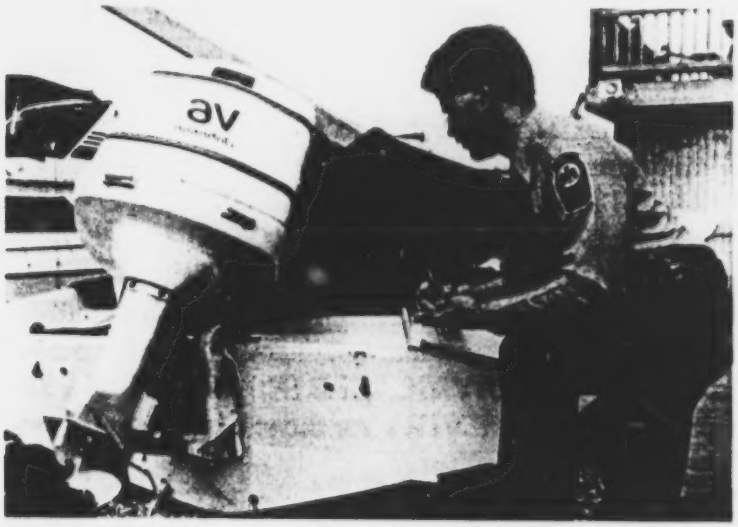
- If the boat hull number has more than 20 characters, check or enter the rightmost 20 characters. The entire number should be entered into the miscellaneous field of the record.
- The second important number is the REGISTRATION NUMBER and is similar to a license number on a vehicle. This number will always consist of a two-character state code, followed by either four numbers and two letters or three numbers and three letters. The registration number is located on the bow of the vessel.

- The two-character state code is not always identical with common postal abbreviations for states. CARE SHOULD BE TAKEN WHEN RECORDING THE REGISTRATION NUMBER in your theft report or entering it into NCIC.
- Some boats may have an OWNER APPLIED NUMBER etched or chipped into the boat frame. This is often the Social Security Number of the owner.
- Commercial vessels and larger vessels, those over five tons, are documented vessels and are registered with the Coast Guard. The COAST GUARD DOCUMENT NUMBER, containing seven digits or less, will be permanently marked on the vessel.
- About 85 percent of the boats that are stolen are under 20 feet in length, use an outboard motor or an inboard/ outboard, and can be transported on a trailer. Each of these items has a SERIAL NUMBER.

- When taking a stolen boat report, remember to obtain as much information as possible. DO NOT DELAY ENTRY of information that is available for the sake of completeness.
- THE BOAT HULL NUMBER IS ESSENTIAL. If the owner does not have the boat hull number readily available, enter the registration number and obtain the boat hull number at a later time. A RECORD ENTERED

WITHOUT A BOAT HULL NUMBER OR AN OWNER APPLIED NUMBER WILL BE AUTOMATICALLY PURGED FROM NCIC 90 DAYS AFTER ENTRY.

- Additional descriptive information such as length, propulsion, hull shape, horsepower, and boat name are helpful in properly identifying a boat.



- Boats frequently have high-value equipment such as radar, LORAN, and radio equipment aboard. Specifics regarding these items should be included in the theft report and entered in the NCIC ARTICLE FILE.

BEST COPY AVAILABLE

KEYS TO REMEMBER

1. When checking a boat to determine if it is stolen, check as many numbers as possible including the BOAT HULL NUMBER, REGISTRATION NUMBER, OWNER APPLIED NUMBER, COAST GUARD DOCUMENT NUMBER, or motor SERIAL NUMBER in addition to the trailer license plate number, and trailer Vehicle Identification Number.

2. When taking an official theft report, obtain as much information as possible. Include the BOAT HULL NUMBER, REGISTRATION NUMBER, OWNER APPLIED NUMBER, COAST GUARD DOCUMENT NUMBER, or motor SERIAL NUMBER in addition to length, propulsion, hull shape, horsepower, and boat name whenever possible. ENTER ALL AVAILABLE INFORMATION. DO NOT DELAY ENTRY for the sake of completeness.

3. When you obtain a positive response (hit) to an inquiry, A HIT ALONE DOES NOT CONSTITUTE PROBABLE CAUSE TO SEIZE THE PROPERTY OR MAKE AN ARREST.

4. CONFIRM THE HIT with the entering agency before you take action. CONTACT the agency that entered the record; VERIFY that the THEFT REPORT is still OUTSTANDING; verify that the boat inquired upon is IDENTICAL with the boat in the record; and OBTAIN INFORMATION CONCERNING RETURN of the boat to the rightful owner.

Many state Control Terminal Agencies have established specific policies concerning use of this file. Consult your state system operating manual and Control Terminal Officer for more information.

TEST YOUR KNOWLEDGE

1. A record for any unrecovered stolen boat which has a permanently attached _____ _____ number, _____ number, _____ _____ _____ number, or _____ _____ number may be entered into NCIC if an official police theft report has been filed.

2. A boat hull number must have at least _____ characters.

3. If a boat hull number has more than 12 characters, the rightmost 12 are all that you will need. (T or F)

4. The two-character state code in a boat registration number is identical with common postal abbreviations for states. (T or F)

5. The Coast Guard document number contains _____ or less digits.

6. Electronic equipment such as radar, LORAN, and radio equipment should also be entered into the Boat File.(T or F)

7. Additional descriptive information is helpful in properly identifying a boat. Such information includes the _____, _____, _____ _____, _____, and _____ _____.

8. About 85 percent of the boats that are stolen are under 20 feet in length, use an outboard motor or an inboard/outboard, and can be transported on a trailer. (T or F)

9. A record entered without a boat hull number or an owner applied number will be _____ _____ from NCIC 90 days after entry.

ANSWERS

1. boat hull, registration, Coast Guard document, owner applied

2. 12

3. False - It is essential that the entire number be obtained.

4. False - It is NOT ALWAYS IDENTICAL with common postal abbreviations for states.

5. seven

6. False - Electronic and radio equipment should be entered into the ARTICLE FILE.

7. length, propulsion, hull shape, horsepower, boat name

8. True

9. automatically purged

NCIC TRAINING VIDEOS

Additional copies of this or other NCIC Training Videos may be purchased from:

National Audiovisual Center
Customer Service Section
8700 Edgeworth Drive
Capitol Heights, Maryland 20743-3701
(301) 763-1896

VISA and MASTERCARD orders may be made by calling:
1-800-638-1300

Topics will be grouped on single VHS in the following sets:

ORDER #	TITLES	PRICE
A18852	NCIC Overview	$30/15 *
A18853	NCIC Vehicle File NCIC Vehicle File "The Winning Team" NCIC Boat File	$35
A18854	NCIC Hit Confirmation NCIC Validation Policy NCIC Responsibilities for the Agency Administrator	$35
A18855	NCIC Missing Children NCIC Unidentified Person File NCIC Wanted Person File	$35
A18856	NCIC Packing the Record NCIC Investigative Off-Line Search	$35
A18858	NLETS The Vital Link – Overview	$30/15 *
A18971	NCIC Interstate Identification Index NCIC System Security	$35

* IF YOU PURCHASE ONLY OVERVIEW PROGRAMS THE COST IS $30 EACH. IF YOU ORDER ONE OR MORE $35 PROGRAMS YOU MAY PURCHASE ONE OR BOTH OVERVIEW PROGRAMS AT $15 EACH.

FOR FURTHER INFORMATION, CALL
(301) 763-1896

U.S. Department of Justice
Federal Bureau of Investigation

NCIC

"Hit Confirmation for the Patrol Officer"

NCIC...Depend on it.

The National Crime Information Center (NCIC) takes great pride in serving as a source of vital law enforcement information for the criminal justice community.

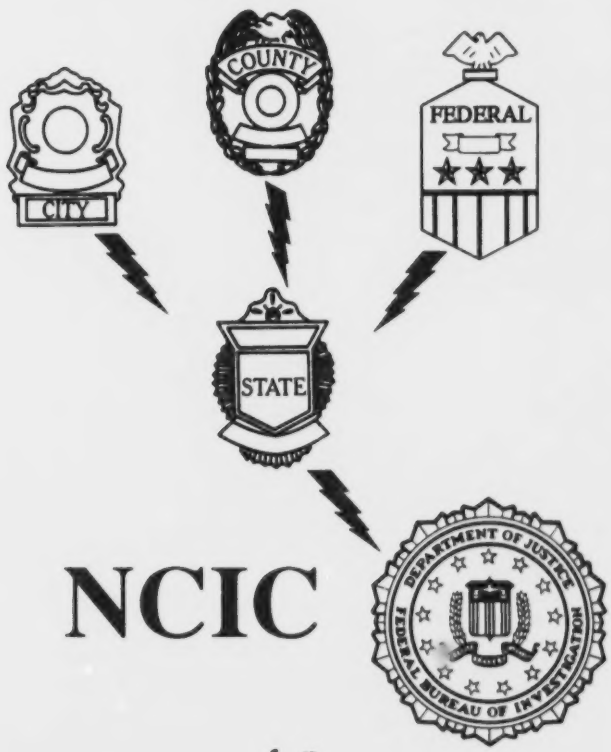
In conjunction with state and local law enforcement agencies, NCIC is coproducing instructional video tapes. These videos range from five to sixteen minutes in length and may be used to augment state NCIC training programs. They will provide a basic knowledge of NCIC policy and procedures for users at all levels. Expertise in NCIC operations will result in more efficient and effective criminal justice operations, help reduce liability, and most importantly, create a safer environment for the entire criminal justice community.

PREFACE

NCIC "Hit Confirmation for the Patrol Officer" is an NCIC training video created for criminal justice personnel to provide an overview of the NCIC Hit Confirmation Policy. This video highlights each of the steps required to confirm a hit (Playing Time 8:53).

In addition, this guide will provide the information required to deliver a presentation on Hit Confirmation Policy that will emphasize areas of importance.

The "Highlights," "Keys to Remember," and "Test Your Knowledge" sections of this guide are easily reproduced on standard copying machines and make ideal handout materials for reference and discussion.



HIGHLIGHTS

INTRODUCTION:

- A positive response to an inquiry is known as a hit.
- NCIC and state policy established a specific procedure known as Hit Confirmation designed to ensure that appropriate action is taken whenever a positive response to an inquiry is received from NCIC or the state system.

HIT CONFIRMATION POLICY:

- An NCIC hit alone DOES NOT CONSTITUTE PROBABLE CAUSE.
- An NCIC hit DOES NOT PROVIDE LEGAL GROUNDS TO EXECUTE AN ARREST WARRANT.
- An NCIC hit is the first step in a chain of properly executed procedures that MAY lead to an arrest.
- In the case of a wanted person, a hit means that the agency receiving a positive response to an inquiry must CONTACT THE ENTERING AGENCY TO CONFIRM THAT THE WARRANT IS STILL OUTSTANDING; the person inquired upon IS IDENTICAL WITH THE SUBJECT OF THE RECORD; and THE SUBJECT WILL BE EXTRADITED.
- Hit Confirmation is also required when a positive response is received as a result of a vehicle or property inquiry.
- In the case of stolen property, to confirm the hit means to VERIFY THAT THE THEFT REPORT IS STILL OUTSTANDING and the PROPERTY INQUIRED UPON IS IDENTICAL TO THAT DESCRIBED IN THE RECORD.
- The NCIC and state Hit Confirmation process begins when the agency receiving the hit sends a message to the agency that entered the record.

- Send messages by telephone, NLETS, or facsimile (FAX).
- Specific message types have been developed to speed the process. A fixed format message is available to eliminate confusion concerning the information that is needed and to give these messages the highest priority.
- Transmission of the message from the agency obtaining the hit to the entering agency is instantaneous. When the message is received, the ENTERING AGENCY HAS 10 MINUTES TO FURNISH A SUBSTANTIVE RESPONSE concerning the record. This means that the ENTERING AGENCY MUST PROVIDE EITHER A POSITIVE OR A NEGATIVE CONFIRMATION OR NOTICE OF THE SPECIFIC AMOUNT OF TIME NECESSARY TO CONFIRM OR REJECT ACTION.
- To ensure that Hit Confirmation is available promptly, agencies that enter records in NCIC MUST BE ABLE TO PROVIDE A HIT CONFIRMATION RESPONSE WITHIN 10 MINUTES, 24 hours a day, each day of the year, whenever it is requested by another agency.
- To confirm a hit, the entering agency should review all available information to make sure that a proper response is given. This must involve a review of case files, warrants, and all other information that is relevant to identifying the person or property.
- When the hit is confirmed, the entering agency is certifying that the warrant or theft report is still outstanding, that the person or property is identical, and in the case of a wanted person, that extradition will take place.
- The entering agency is responsible for advising the agency getting the hit of the action that should be taken.
- HIT CONFIRMATION IS CRITICAL. It is the primary tool for ensuring that the proper person is arrested or the correct property is seized.
- Administrative precautions should be taken by both agencies. Notes and printouts can be critical to the success of defending a later claim of misidentification.

- All printouts should be saved, and precise notes should be made on the printout concerning how, when, and to whom the information was given. The printout should be dated and initialed and kept in the case file.

KEYS TO REMEMBER

WHEN YOU RECEIVE A HIT FROM NCIC OR YOUR STATE SYSTEM:

1. ALL HITS MUST BE CONFIRMED.

2. CONFIRMATION MEANS THE WARRANT OR THEFT REPORT IS STILL OUTSTANDING AND THE PERSON OR PROPERTY IN THE INQUIRY IS IDENTICAL WITH THE PERSON OR PROPERTY IN THE REPORT. IN THE CASE OF A WANTED PERSON, THE ENTERING AGENCY MUST BE WILLING TO EXTRADITE.

3. SAVE YOUR DOCUMENTATION TO COVER YOUR AGENCY.

TEST YOUR KNOWLEDGE

1. Hit Confirmation is designed to ensure that appropriate action is taken whenever a _____ _____ to an inquiry is received from NCIC or the state system.

2. An NCIC hit alone does not constitute _____ _____.

3. A hit automatically provides legal grounds to execute an arrest warrant. (T or F)

4. In the case of a wanted person, a hit means that the agency receiving a positive response to an inquiry must _____ the entering agency to _____ that the warrant is still _____, the person inquired upon is _____ with the subject of the record, and the subject will be _____.

5. Hit Confirmation is only required for wanted persons. It is not required when a positive response is received as a result of a vehicle or property inquiry. (T or F)

6. All printouts should be _____. Notes and printouts can be _____ to the success of defending a later claim of misidentification.

ANSWERS

1. positive response

2. probable cause

3. False - A hit DOES NOT provide legal grounds to execute an arrest warrant.

4. contact, confirm, outstanding, identical, extradited

5. False - Hit Confirmation IS REQUIRED when a positive response is received as a result of a vehicle or property inquiry.

6. saved, critical

NCIC TRAINING VIDEOS

Additional copies of this or other NCIC Training Videos may be purchased from:

National Audiovisual Center
Customer Service Section
8700 Edgeworth Drive
Capitol Heights, Maryland 20743-3701
(301) 763-1896

VISA and MASTERCARD orders may be made by calling

1-800-788-6282

Topics will be grouped on single VHS in the following sets:

ORDER #	TITLES	PRICE
A18852	NCIC Overview	$30/15 **
A18853	NCIC Vehicle File NCIC Vehicle File "The Winning Team" NCIC Boat File	$35
A18854	NCIC Hit Confirmation NCIC Validation Policy NCIC Responsibilities for the Agency Administrator	$35
A18855	NCIC Missing Children NCIC Unidentified Person File NCIC Wanted Person File	$35

ORDER #	TITLES	PRICE
A18856	NCIC Packing the Record	$35
	NCIC Investigative Off-Line Search	
A18858	NLETS The Vital Link - Overview	$30/15 **
A18971	NCIC Interstate Identification Index	$35
	NCIC System Security	
A19068	NCIC/ATF Violent Felon File	$35
	NCIC Gun File	

** IF YOU PURCHASE ONLY OVERVIEW PROGRAMS THE COST IS $30 EACH. IF YOU ORDER ONE OR MORE $35 PROGRAMS YOU MAY PURCHASE ONE OR BOTH OVERVIEW PROGRAMS AT $15 EACH.

FOR FURTHER INFORMATION, CALL
(301) 763-1896

U.S. Department of Justice
Federal Bureau of Investigation

NCIC

NCIC...Depend on it.

The National Crime Information Center (NCIC) takes great pride in serving as a source of vital law enforcement information for the criminal justice community.

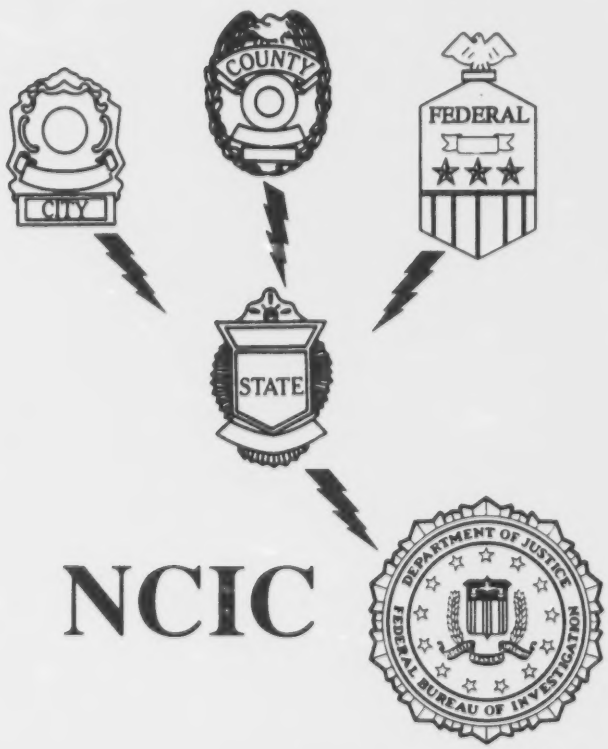
In conjunction with state and local law enforcement agencies, NCIC is coproducing instructional video tapes. These videos range from five to sixteen minutes in length and may be used to augment state NCIC training programs. They will provide a basic knowledge of NCIC policy and procedures for users at all levels. Expertise in NCIC operations will result in more efficient and effective criminal justice operations, help reduce liability, and most importantly, create a safer environment for the entire criminal justice community.

PREFACE

NCIC "Validation" is an NCIC training video created for criminal justice personnel to provide an overview of NCIC Validation policy and procedures. This video highlights requirements for completing record validation (Playing Time 9:10).

In addition, this guide will provide the information required to deliver a presentation on NCIC record validation that will emphasize areas of importance.

The "Highlights," "Keys to Remember," and "Test Your Knowledge" sections of this guide are easily reproduced on standard copying machines and make ideal handout materials for reference and discussion.



HIGHLIGHTS

INTRODUCTION:

- In July, 1987, a major city was found liable for over $50,000 in damages for failure to follow established NCIC policy requirements. The case, which began with the failure of a police department to maintain complete and accurate records, represented a warning that the courts will not tolerate negligent use of NCIC.
- Inaccurate or incomplete data entered into NCIC could lead to false arrest and repeated false arrest of an individual.
- Inaccurate or incomplete data entered into NCIC can also place law enforcement officers in extreme danger by failing to properly identify a subject.
- NCIC has established a specific policy known as Validation to safeguard against errors.

WHAT IS VALIDATION?

- Validation is the process by which the entering agency confirms, on an annual basis, that each NCIC entry is accurate, complete, and still outstanding or active.
- Each month the entering agency receives a printout of records from its state Control Terminal Agency.
- The entering agency must compare each record in the printout with the supporting documents, such as case files, incident reports, and warrants.
- A second validation step is necessary for validation of the Wanted Person, Missing Person, and Vehicle Files.*
- The entering agency must consult with any appropriate complainant, victim, prosecutor, court, motor vehicle registry files, or other appropriate sources or individuals to ensure that the entry is still valid and should remain in the NCIC system.
- Consultation is essential for proper validation of these three files.* State and NCIC audits of the Wanted Person

File have found the courts frequently fail to notify law enforcement agencies that warrants have been dismissed or served. Vehicle owners and insurance companies often fail to notify law enforcement agencies that vehicles have been recovered and returned to the owner's possession.

- The method of consultation is left to the discretion of the state Control Terminal Agency and local agency. NCIC policy allows entering agencies to use personal or telephone contacts or mail verification to confirm the status of the entry.
- In the event the entering agency cannot make such a contact, a decision must be made based on all available information whether or not to retain the entry in the NCIC file.
- The entering agency must validate records within 90 days from the date that they are entered into NCIC.
- NCIC and your state Control Terminal Agency SUGGEST the following procedures be conducted during record validation:
  1. III checks - to obtain any additional information;
  2. confirm extradition status; and
  3. DMV checks - to obtain and confirm license and vehicle information.

- Validation listings containing one-twelfth of the records in NCIC are prepared each month and forwarded to the state Control Terminal Agency for transmittal to the entering agency.
- When an agency completes the Validation process, a certification letter must be signed. When this letter is signed on behalf of that agency, it certifies that:
  1. the records on the validation listing have been reviewed;
  2. the records which are no longer current have been removed, and all remaining records are valid and active;
  3. all records contain all available information; and
  4. the information contained in each record is accurate.

- If an agency fails to properly validate its records, the state or NCIC will purge that agency's unvalidated records.
- Records included in the validation process are from the following files:
  1. Wanted Person
  2. Missing Person
  3. Unidentified Person
  4. Boat
  5. License Plate
  6. Vehicle
  7. Gun
  8. Securities
  9. Foreign Fugitive
  10. U.S. Secret Service Protective
  11. ATF Violent Felon

KEYS TO REMEMBER

VALIDATION IS ACCOMPLISHED BY:

1. REVIEWING THE ORIGINAL ENTRY AND CURRENT SUPPORTING DOCUMENTS;

2. CONSULTING WITH THE APPROPRIATE COMPLAINANT, VICTIM, PROSECUTOR, COURT, MOTOR VEHICLE REGISTRY FILES, AND OTHER APPROPRIATE SOURCES OR INDIVIDUALS FOR THE WANTED PERSON, MISSING PERSON, AND VEHICLE FILES;* AND

3. RETAINING THE RECORD IN NCIC IF THE INFORMATION IS FOUND TO BE COMPLETE, ACCURATE, AND ACTIVE.

* NOTE: AS OF 12/89 THE VALIDATION POLICY CHANGED. THE ENTERING AGENCY IS NO LONGER REQUIRED TO CONSULT WITH THE COMPLAINANT ON BOAT FILE RECORDS FOR VALIDATION PURPOSES. THIS GUIDE REFLECTS THIS CHANGE. THE AUDIO PORTION OF THIS VIDEO DOES NOT REFLECT THIS CHANGE AND VIEWERS SHOULD BE ADVISED.

THE VALIDATION PROCESS THAT HAS BEEN DESCRIBED IS THE MINIMUM STANDARD THAT HAS BEEN ESTABLISHED BY NCIC. YOUR STATE CONTROL TERMINAL AGENCY MAY HAVE ESTABLISHED ADDITIONAL REQUIREMENTS. CONSULT YOUR STATE SYSTEMS OPERATING MANUAL TO IDENTIFY ADDITIONAL REQUIREMENTS.

TEST YOUR KNOWLEDGE

1. NCIC has developed a specific policy called _____ to safeguard against errors.

2. When an entering agency receives a printout of records from its state Control Terminal Agency, it must compare each record in the printout with the supporting documents. (T or F)

3. A _____ validation step is necessary for validation of the Wanted Person, Missing Person, and Vehicle Files.

4. _____ is essential for proper validation of the Wanted Person, Missing Person, and Vehicle Files.

5. The entering agency must validate records within 120 days from the date that they are entered into NCIC. (T or F)

6. Records must also be validated each _____ they remain in the system.

7. Validation is accomplished by _____ the original entry and current supporting documents; _____ with the appropriate complainant, victim, prosecutor, court, motor vehicle registry files, and other appropriate sources or individuals for the Wanted Person, Missing Person, and Vehicle Files; and retaining the record in NCIC if the information is found to be _____, _____, and _____.

8. When an agency completes the Validation process, a certification letter must be _____.

9. Failure to properly validate records will result in the state or NCIC purging the unvalidated records from the system. (T or F)

ANSWERS

1. Validation
2. True
3. second
4. Consultation
5. False - 90 days
6. year
7. reviewing, consulting, complete, accurate, active
8. signed
9. True

NCIC TRAINING VIDEOS

Additional copies of this or other NCIC Training Videos may be purchased from:

National Audiovisual Center
Customer Service Section
8700 Edgeworth Drive
Capitol Heights, Maryland 20743-3701
(301) 763-1896

VISA and MASTERCARD orders may be made by calling

1-800-788-6282

Topics will be grouped on single VHS in the following sets:

ORDER #	TITLES	PRICE
A18852	NCIC Overview	$30/15 **
A18853	NCIC Vehicle File NCIC Vehicle File "The Winning Team" NCIC Boat File	$35
A18854	NCIC Hit Confirmation NCIC Validation Policy NCIC Responsibilities for the Agency Administrator	$35
A18855	NCIC Missing Children NCIC Unidentified Person File NCIC Wanted Person File	$35

ORDER #	TITLES	PRICE
A18856	NCIC Packing the Record NCIC Investigative Off-Line Search	$35
A18858	NLETS The Vital Link - Overview	$30/15 **
A18971	NCIC Interstate Identification Index NCIC System Security	$35
A19068	NCIC/ATF Violent Felon File NCIC Gun File	$35

** IF YOU PURCHASE ONLY OVERVIEW PROGRAMS THE COST IS $30 EACH. IF YOU ORDER ONE OR MORE $35 PROGRAMS YOU MAY PURCHASE ONE OR BOTH OVERVIEW PROGRAMS AT $15 EACH.

FOR FURTHER INFORMATION, CALL
(301) 763-1896

U.S. Department of Justice
Federal Bureau of Investigation

NCIC

"Responsibilities for the Agency Administrator"

NCIC...Depend on it.

The National Crime Information Center (NCIC) takes great pride in serving as a source of vital law enforcement information for the criminal justice community.

In conjunction with state and local law enforcement agencies, NCIC is coproducing instructional video tapes. These videos range from five to sixteen minutes in length and may be used to augment state NCIC training programs. They will provide a basic knowledge of NCIC policy and procedures for users at all levels. Expertise in NCIC operations will result in more efficient and effective criminal justice operations, help reduce liability, and most importantly, create a safer environment for the entire criminal justice community.

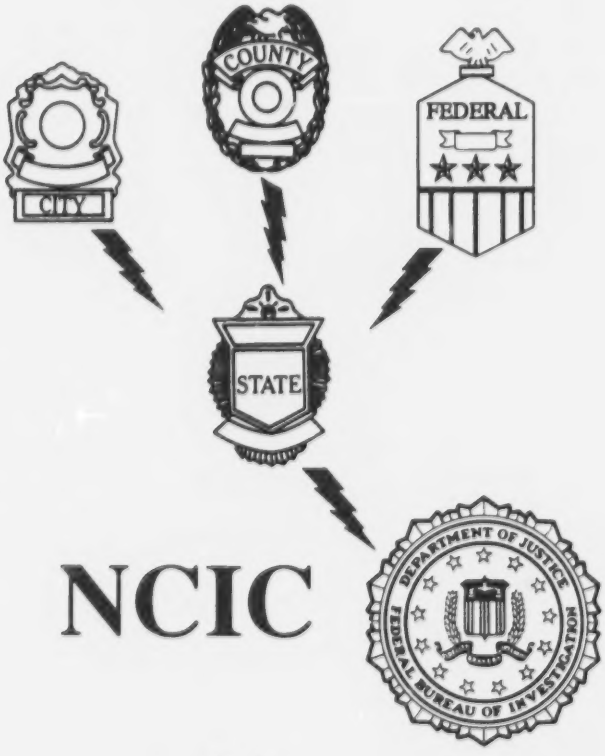
BEST COPY AVAILABLE

PREFACE

NCIC "Responsibilities for the Agency Administrator" is an NCIC training video created for criminal justice agency administrators to provide an overview of their responsibilities of participation in the NCIC system. This video highlights major policy issues as mandated by the Advisory Policy Board (APB) (Playing Time 12:56).

In addition, this guide will provide the information required to deliver a presentation on the NCIC responsibilities for the agency administrator that will emphasize areas of importance.

The "Highlights," "Keys to Remember," and "Test Your Knowledge" sections of this guide are easily reproduced on standard copying machines and make ideal handout materials for reference and discussion.



HIGHLIGHTS

INTRODUCTION:

- Participation in your local, state, and Federal criminal justice information systems requires that you take additional precautions to ensure that your employees use these systems properly.
- The failure to follow certain key policies exposes your personnel to unneeded danger, lessens the effectiveness of your agency, and exposes your agency to unneeded liability.
- Six key policy issues encompass the Terminal Agency Coordinator (TAC), Training, Data Quality, Validation, Hit Confirmation, and the use of criminal history information.

TERMINAL AGENCY COORDINATOR:

- Since 1984, each local agency has been required to designate a TAC. This individual is responsible for liaison with the manager of the state criminal justice information system, known as the Control Terminal Officer (CTO).
- The TAC should be an individual in the management structure of the local agency who has sufficient authority to implement procedures and policy.
- Your TAC has four major responsibilities:
  1. ensure compliance with NCIC and state policy and regulation;
  2. function as an on-scene expert in policy and procedure;
  3. maintain liaison with the state system manager; and
  4. provide input into state and national systems.

TRAINING:

- In October, 1984, the APB established the requirement that ALL INDIVIDUALS USING STATE AND NATIONAL CRIMINAL JUSTICE INFORMATION SYSTEMS MUST BE TRAINED.
- Each state manager is required to have a program that meets these standards:
  1. Within six months of being hired or assigned to terminal operator duties, each TERMINAL OPERATOR must be trained, functionally tested, and their proficiency affirmed to ensure compliance with NCIC policy and regulations. In addition, terminal operators must receive retraining* every two years to ensure that they remain current in the use of the system.
  2. PRACTITIONERS* are generally considered to be sworn personnel such as law enforcement officers, probation and parole officers, and prosecutors. Familiarization training must be provided to these individuals. In addition, periodic training in these matters must be provided to practitioners through such methods as roll call or in-service training.
  3. RECORDS PERSONNEL* that use the NCIC system must receive training in the areas of record quality and criminal history policy. Periodic retraining in these areas is also required.
  4. ADMINISTRATORS* must receive training concerning capabilities of the automated systems, regulations, policy, audit requirements, sanctions, and related civil liability problems. This training is designed to familiarize you with the key issues that affect your agency.
- As the local agency administrator, it is your responsibility to ensure that your people are trained in the use of your state's automated system.

*Effective 9/91, the NCIC APB approved a significant reformulation of NCIC training policy. Contact your state CTO regarding these changes.

DATA QUALITY:

- An automated system is only as good as the information that your terminal operators, records personnel, and officers enter into the system. One incorrect digit in a license plate or date of birth entry can be the difference between life and death.
- Timeliness of the entry is as important as data accuracy. NCIC audits identify situations when agencies delay record entry of a stolen vehicle or wanted person by as much as two or three days. Delays of two or three HOURS can be crucial to both officer safety and effective law enforcement.
- Records can and should be entered into NCIC within minutes of receiving the reported information.
- Completeness is also important. NCIC audits of the Wanted Person File show that a majority of the records fail to include aliases, additional dates of birth, and other key areas of data that are readily available and should be entered in the system. Each bit of information provides more opportunity to arrest wanted persons or recover stolen property.
- It is equally important to remove outdated information from your state system and NCIC. Failure to remove information brings with it a substantial degree of liability and possible financial loss to your agency, or perhaps more importantly, to you personally.

VALIDATION:

- Because data quality is so important, the APB has established the Validation policy.
- Validation requires the agency that enters the record, to confirm on an annual basis, that each NCIC record is accurate, complete, and still outstanding or active.

- Each month your state CTO forwards a printout that contains one-twelfth of the NCIC records that your agency entered. You are required to compare each record in the printout with the supporting documents such as case files, incident reports, or warrants.
- Validation of the Wanted Person, Missing Person, and Vehicle Files additionally require that your agency contact the complainant, victim, prosecutor, court, motor vehicle registry, or other appropriate sources of information to ensure that these entries are still valid and should remain in the NCIC system.

HIT CONFIRMATION:

- Information provided by the system is not always unique and unambiguous. For this reason, NCIC and its state partners have established the policy known as Hit Confirmation.
- HIT CONFIRMATION IS CRITICAL. It is the primary tool for ensuring that the proper person is arrested or the correct property is seized.
- An NCIC hit alone is not probable cause to make an arrest or seize property.
- Hit Confirmation means that an agency receiving a positive response to an inquiry must CONTACT the entering agency to CONFIRM that the warrant or theft report is still OUTSTANDING, the person or property inquired upon is IDENTICAL with the subject or property being sought, and in the case of a wanted person record, the subject will be EXTRADITED.

CRIMINAL HISTORY INFORMATION:

- Policy involves criminal history records provided through the Interstate Identification Index (III).
- Regardless of the state rules concerning use of criminal history record information, III may be used only for an authorized criminal investigation or investigation of an

individual who is being considered for criminal justice employment. NOTE EXCEPTION: SPECIFIC FEDERAL AGENCIES ARE AUTHORIZED TO USE III WHEN CONDUCTING BACKGROUND INVESTIGATIONS IN CONJUNCTION WITH FEDERAL SECURITY CLEARANCES.

- It is required that an audit trail be maintained for criminal history records that are disseminated.
- The APB has established the minimum standard that each state must provide a mandatory field in the automated record request to include the name of the individual for whom the record was obtained. Each state may require additional logging of criminal history information.

KEYS TO REMEMBER

1. Each local agency has been required to designate a TAC.

2. The APB established the requirement that all individuals using state and national criminal justice information systems MUST BE TRAINED.

3. Accuracy of data, timeliness of entry, and completeness of information are equally important to establishing and maintaining quality data.

4. The APB has established the validation process requiring the agency that enters a record to confirm, on an annual basis, that each NCIC record is accurate, complete, and still outstanding or active. This ensures that each record is still valid and should remain in the NCIC system.

5. Hit Confirmation is the primary tool for ensuring the proper person is arrested or the correct property is seized.

6. The III may be used only for:

   (1) authorized criminal investigation or investigation of an individual who is being considered for criminal justice employment; or
   (2) specific Federal agencies who are authorized to use III when conducting background investigations in conjunction with Federal security clearances.

7. An audit trail MUST be maintained for criminal history records.

TEST YOUR KNOWLEDGE

1. Since 1984, each local agency has been required to designate a _____ _____ _____, who is responsible for liaison with the CTO.

2. The TAC has four major responsibilities:

   (1) Ensure _____ with NCIC and state policy regulations;
   (2) Provide on-the-scene expertise in _____ and _____;
   (3) Maintain _____ with the state system manager; and
   (4) Provide _____ into state and National systems.

3. Within _____ months of being hired or assigned to terminal operator duties, each terminal operator must be trained, functionally _____, and proficiency affirmed to ensure compliance with NCIC policy and regulations.

4. Of equal importance with respect to data quality are _____, _____, and _____.

5. Validation policy requires the agency that enters the record to _____ on an annual basis that each NCIC record is accurate, complete, and still outstanding or active to ensure that these records are still _____ and should remain in the NCIC system.

6. _____ _____ is the primary tool for ensuring the proper person is arrested or the correct property seized.

7. An _____ trail for criminal history records is maintained by each state by providing a mandatory field in the automated record request to include the _____ of the individual for whom the record was obtained.

ANSWERS

1. Terminal Agency Coordinator

2. compliance, policy, procedures, liaison, input

3. six, tested

4. accuracy, timeliness, completeness

5. confirm, valid

6. Hit Confirmation

7. audit, name

NCIC TRAINING VIDEOS

Additional copies of this or other NCIC Training Videos may be purchased from:

National Audiovisual Center
Customer Service Section
8700 Edgeworth Drive
Capitol Heights, Maryland 20743-3701
(301) 763-1896

VISA and MASTERCARD orders may be made by calling

1-800-788-6282

Topics will be grouped on single VHS in the following sets:

ORDER #	TITLES	PRICE
A18852	NCIC Overview	$30/15 **
A18853	NCIC Vehicle File NCIC Vehicle File "The Winning Team" NCIC Boat File	$35
A18854	NCIC Hit Confirmation NCIC Validation Policy NCIC Responsibilities for the Agency Administrator	$35
A18855	NCIC Missing Children NCIC Unidentified Person File NCIC Wanted Person File	$35

ORDER #	TITLES	PRICE
A18856	NCIC Packing the Record NCIC Investigative Off-Line Search	$35
A18858	NLETS The Vital Link - Overview	$30/15 **
A18971	NCIC Interstate Identification Index NCIC System Security	$35
A19068	NCIC/ATF Violent Felon File NCIC Gun File	$35

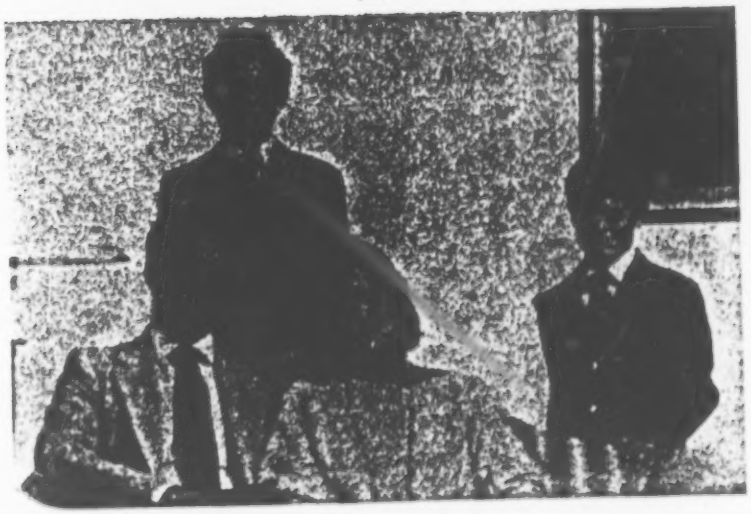
** IF YOU PURCHASE ONLY OVERVIEW PROGRAMS THE COST IS $30 EACH. IF YOU ORDER ONE OR MORE $35 PROGRAMS YOU MAY PURCHASE ONE OR BOTH OVERVIEW PROGRAMS AT $15 EACH.

FOR FURTHER INFORMATION, CALL
(301) 763-1896

U.S. Department of Justice
Federal Bureau of Investigation

NCIC

"NCIC and Missing Children"

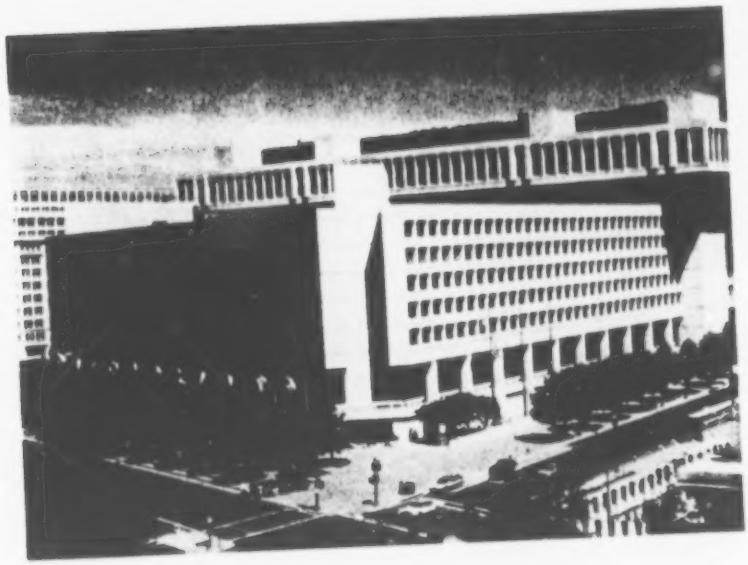


80

NCIC...Depend on it.

The National Crime Information Center (NCIC) takes great pride in serving as a source of vital law enforcement information for the criminal justice community.

In conjunction with state and local law enforcement agencies, NCIC is coproducing instructional video tapes. These videos range from five to sixteen minutes in length and may be used to augment state NCIC training programs. They will provide a basic knowledge of NCIC policy and procedures for users at all levels. Expertise in NCIC operations will result in more efficient and effective criminal justice operations, help reduce liability, and most importantly, create a safer environment for the entire criminal justice community.

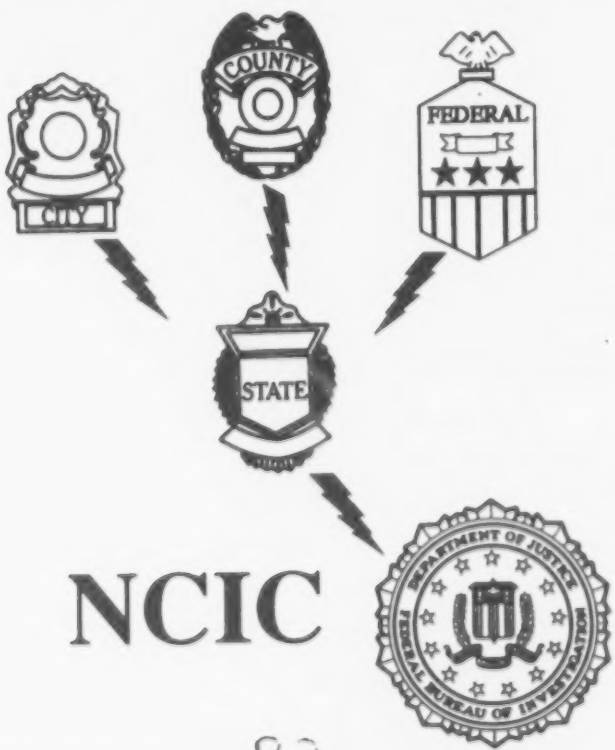


PREFACE

"NCIC and Missing Children" is an NCIC training video created for criminal justice personnel to provide an overview of the NCIC Missing Person File with regard to missing children. This video highlights required data to complete missing children record entries and inquiries (Playing Time 11:15).

In addition, this guide will provide the information required to deliver a presentation on missing children records in the NCIC Missing Person File that will emphasize areas of importance.

The "Highlights," "Keys to Remember," and "Test Your Knowledge" sections of this guide are easily reproduced on standard copying machines and make ideal handout materials for reference and discussion.



HIGHLIGHTS

INTRODUCTION:

- The law enforcement community must use every resource at its disposal to locate and return a missing child.
- The National Child Search Assistance Act of 1990 requires law enforcement agencies to immediately accept all reports concerning a missing child.
- It also requires law enforcement agencies to immediately enter a record with the child's description into NCIC.

MISSING CHILDREN RECORDS:

- The most common missing children records entered into NCIC involve missing teenagers. Many of these cases involve runaways, some of whom are known to be chronic.
- Cases involving younger children are more clear cut. A young child is not likely to leave home voluntarily. The younger child may be lost or may have been abducted by a stranger or a parent who does not have legal custody. In any case, the child's physical safety may be in danger.
- Records are also frequently entered for missing children who have a physical or mental impairment.

PRINCIPLES FOR RECORD ENTRY:

- IMMEDIATE ENTRY OF DATA INTO NCIC IS ESSENTIAL. Quite often missing children are stopped by officers from other jurisdictions and an NCIC inquiry is made before the record is entered into NCIC. Timely entry can help lead to the immediate location of a missing child.

- ACCURACY OF INFORMATION is the second key principle. NCIC operates primarily on an exact match of numerical identifiers such as date of birth. One wrong digit in the birth date of a record entry can cause a missed hit.
- COMPLETENESS, the third principle, IS ESSENTIAL. A record must include the following information:
  1. Name
  2. Date of Birth
  3. Sex
  4. Race
  5. Height
  6. Weight
  7. Eye Color
  8. Hair Color
  9. Date of Last Contact
  10. Location of Last Contact

- To maximize effectiveness, missing person record fields allow the entry of additional data that will assist in the identification of a missing child. This includes such key data as:
  1. Scars
  2. Marks
  3. Tattoos
  4. Artificial Body Parts
  5. Blood Type
  6. Eye Disorders
  7. Missing Body Parts and Organs
  8. Jewelry
  9. Vision Prescription
  10. Dental Information

- This information may not be available at the time the initial report is taken. The National Child Search Assistance Act of 1990 requires the entering agency to VERIFY AND UPDATE THE RECORD NO LATER THAN 60 DAYS AFTER THE ORIGINAL ENTRY. This allows the investigator ample time to gather key medical and dental descriptive data.

- Once a Missing Person File record entry is made for a child, the record is retained indefinitely.
- The entering agency will automatically be notified when a missing child reaches the age of emancipation listed in the record. The record remains in NCIC unless the entering agency clears or cancels the record.

INQUIRY:

- Two different kinds of inquiries can be made on records in the Missing Person File:
  1. A UNIQUE INQUIRY must contain a name and one or more numeric identifiers. Depending upon the information that is available, the identifier can be the date of birth, Social Security number, or operator's license number.
  2. A NONUNIQUE INQUIRY can also be made against the Missing Person File. This is particularly useful when dealing with young missing children. The nonunique inquiry requires:
     (1) Approximate Age
     (2) Sex
     (3) Race
     (4) Eye Color
     (5) Hair Color
     (6) Approximate Height
     (7) Approximate Weight

- The computer automatically searches the Missing Person File for possible matches and will select up to 20 of the most likely records for response.
- In the case of a three or four year old, the computer may find only one or two candidate records. In the case of a teenager of average description, the computer may locate many records that match the inquiry. A CLOSE REVIEW OF SUPPLEMENTAL INFORMATION SUCH AS SCARS, MARKS, AND JEWELRY WILL HELP RESOLVE THESE CASES.

- NCIC automatically compares the data in the missing person record against all unidentified person records in NCIC.
- Once the cross search is made, all agencies that entered matching records are notified of the results by NCIC.
- A RECORD CAN BE ENTERED IN THE UNIDENTIFIED PERSON FILE FOR A LIVING PERSON IF THAT PERSON CANNOT PROVIDE THEIR IDENTITY. This is particularly helpful in the case of teenagers or older persons such as Alzheimer's victims. The automated cross search may succeed when all other efforts to identify the individual fail.
- NCIC has prepared a Missing Person File data collection entry guide to assist in collecting information for entry into a missing person record. This guide is available through each Control Terminal Agency and contains forms and instructions that are designed to assist in gathering ALL possible information.
- This guide can, at the discretion of the agency, be given to the parent or complainant to fill out.
- The guide contains forms to be filled out by the missing person's doctor and dentist. Parental authorization forms are also included to obtain the release of medical and dental records.
- In addition to NCIC, many other Federal, state, and local agencies provide assistance in investigating missing children. The National Center for Missing and Exploited Children (NCMEC) provides assistance and advice through a toll- free telephone line accessible anywhere in the United States..

NCMEC
1-800-843-5678

KEYS TO REMEMBER

1. THE NATIONAL CHILD SEARCH ASSISTANCE ACT OF 1990 REQUIRES LAW ENFORCEMENT AGENCIES TO IMMEDIATELY ACCEPT ALL REPORTS CONCERNING A MISSING CHILD. IT ALSO REQUIRES LAW ENFORCEMENT AGENCIES TO IMMEDIATELY ENTER A RECORD WITH THE CHILD'S DESCRIPTION INTO NCIC.

2. IMMEDIATE ENTRY OF DATA, ACCURACY OF INFORMATION, AND COMPLETENESS OF INFORMATION ARE ESSENTIAL.

3. THE NATIONAL CHILD SEARCH ASSISTANCE ACT OF 1990 REQUIRES THE ENTERING AGENCY TO VERIFY AND UPDATE THE RECORD NO LATER THAN 60 DAYS AFTER THE ORIGINAL ENTRY.

4. TWO DIFFERENT KINDS OF INQUIRIES CAN BE MADE ON RECORDS IN THE MISSING PERSON FILE:
   (1) A UNIQUE INQUIRY - MUST CONTAIN A NAME AND ONE OR MORE NUMERIC IDENTIFIERS; OR
   (2) A NONUNIQUE INQUIRY - REQUIRING APPROXIMATE AGE, SEX, RACE, EYE COLOR, HAIR COLOR, APPROXIMATE HEIGHT, AND APPROXIMATE WEIGHT.

5. A RECORD CAN BE ENTERED IN THE UNIDENTIFIED PERSON FILE FOR A LIVING PERSON IF THAT PERSON CANNOT PROVIDE THEIR IDENTITY.

TEST YOUR KNOWLEDGE

1. The National Child Search Assistance Act of 1990 requires law enforcement agencies to _____ accept all reports concerning a missing child. It also requires law enforcement agencies to immediately _____ a record with the child's description into NCIC.

2. Immediate entry of data, _____ of information, and _____ of information are essential.

3. The National Child Search Assistance Act of 1990 requires the entering agency to _____ and update the record no later than _____ days after the original entry.

4. Two different kinds of inquiries can be made on records in the Missing Person File:
   (1) a unique inquiry - must contain a _____ and one or more _____ identifiers; or
   (2) a nonunique inquiry - requiring approximate _____, sex, race, eye color, hair color, approximate _____, and approximate _____.

5. A record can be entered in the _____ Person File for a living person if that person cannot provide their identity.

ANSWERS

1. immediately, enter

2. accuracy, completeness

3. verify, 60

4. (1) name, numeric (2) age, height, weight

5. Unidentified

NCIC TRAINING VIDEOS

Additional copies of this or other NCIC Training Videos may be purchased from:

National Audiovisual Center
Customer Service Section
8700 Edgeworth Drive
Capitol Heights, Maryland 20743-3701
(301) 763-1896

VISA and MASTERCARD orders may be made by calling

1-800-788-6282

Topics will be grouped on single VHS in the following sets:

ORDER #	TITLES	PRICE
A18852	NCIC Overview	$30/15 **
A18853	NCIC Vehicle File NCIC Vehicle File "The Winning Team" NCIC Boat File	$35
A18854	NCIC Hit Confirmation NCIC Validation Policy NCIC Responsibilities for the Agency Administrator	$35
A18855	NCIC Missing Children NCIC Unidentified Person File NCIC Wanted Person File	$35

ORDER #	TITLES	PRICE
A18856	NCIC Packing the Record	$35
	NCIC Investigative Off-Line Search	
A18858	NLETS The Vital Link - Overview	$30/15 **
A18971	NCIC Interstate Identification Index	$35
	NCIC System Security	
A19068	NCIC/ATF Violent Felon File	$35
	NCIC Gun File	
A19110	NCIC Delayed Inquiry Program	$35
	NCIC Missing and Unidentified "Updating the Record"	

** IF YOU PURCHASE ONLY OVERVIEW PROGRAMS THE COST IS $30 EACH. IF YOU ORDER ONE OR MORE $35 PROGRAMS YOU MAY PURCHASE ONE OR BOTH OVERVIEW PROGRAMS AT $15 EACH.

FOR FURTHER INFORMATION, CALL
(301) 763-1896

U.S. Department of Justice
Federal Bureau of Investigation

NCIC

"Unidentified Person File"

92

NCIC...Depend on it.

BEST COPY AVAILABLE

The National Crime Information Center (NCIC) takes great pride in serving as a source of vital law enforcement information for the criminal justice community.

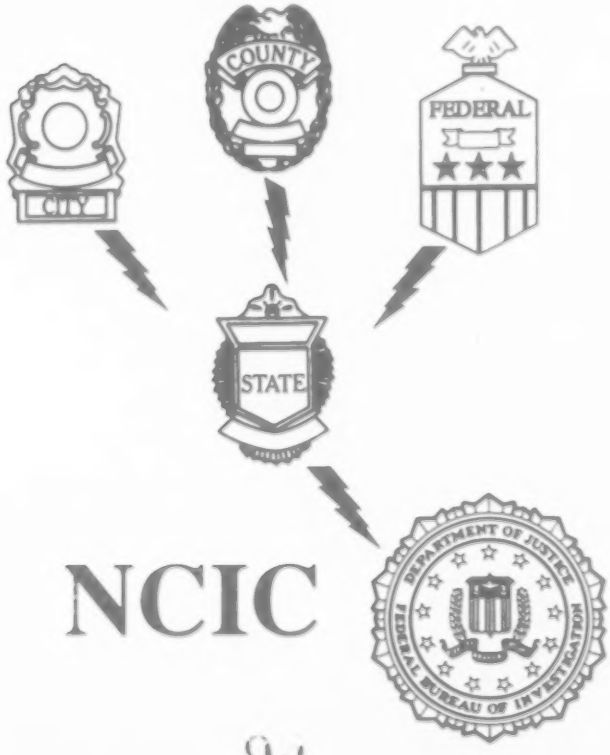
In conjunction with state and local law enforcement agencies, NCIC is coproducing instructional video tapes. These videos range from five to sixteen minutes in length and may be used to augment state NCIC training programs. They will provide a basic knowledge of NCIC policy and procedures for users at all levels. Expertise in NCIC operations will result in more efficient and effective criminal justice operations, help reduce liability, and most importantly, create a safer environment for the entire criminal justice community.

PREFACE

NCIC "Unidentified Person File" is an NCIC training video created for criminal justice personnel to provide an overview of the NCIC Unidentified Person File. This video highlights required data to complete record entries and the automated computer matching program (Playing Time 8:45).

In addition, this guide will provide the information required to deliver a presentation on the Unidentified Person File that will emphasize areas of importance.

The "Highlights," "Keys to Remember," and "Test Your Knowledge" sections of this guide are easily reproduced on standard copying machines and make ideal handout materials for reference and discussion.



HIGHLIGHTS

INTRODUCTION:

- Victims can be identified through the use of a computerized file designed to match the unidentified, whether living or dead, with missing person reports.
- The success of an automated unidentified person file developed by Colorado in response to a flood in the Rocky Mountains was instrumental in developing a similar file at the national level.
- Since 1984, the National Crime Information Center has provided computerized assistance in matching records of unidentified persons and bodies with missing person records throughout the United States.

ENTRY OF AN UNIDENTIFIED PERSON RECORD:

- Comparisons between records in the Unidentified Person File and Missing Person File records are automatically made by the computer each time that a record is entered or modified in either NCIC File.
- The Unidentified Person File is designed to assist in a wide variety of situations. An entry may be made in the Unidentified Person File for:
  1. an unidentified catastrophe victim;
  2. body parts when a body has been dismembered;
  3. an unidentified deceased person; or
  4. a person of any age who is living and unable to ascertain his or her identity, such as an amnesia victim or a young child.
- The key to effective use of the system is accurate and complete entry of data by the agency that enters the missing person record and the agency that enters the unidentified person record.

- Successful matches between the Unidentified Person File and the Missing Person File require entry of detailed information.
- An Unidentified Person File entry includes basic descriptive information such as:
  1. Race
  2. Sex
  3. Estimated year of birth
  4. Approximate height
  5. Approximate weight
  6. Eye color
  7. Hair color
  8. Scars, marks, and tattoos
  9. Fingerprint classification

- The entry should also include other data such as:
  1. Blood type
  2. Dental characteristics
  3. Manner and cause of death
  4. Date the body was found
  5. Estimated date of death
  6. Corrected vision prescription
  7. Jewelry worn

- Missing person records must also contain complete information. While standard descriptive information such as name, date of birth, height, weight, hair and eye color is available at the time the initial report is taken, OTHER INFORMATION, SUCH AS DENTAL CHARACTERISTICS AND BLOOD TYPE, MAY REQUIRE SUBSTANTIAL FOLLOW-UP INVESTIGATION. EACH ITEM THAT IS ENTERED CONTRIBUTES TO THE CHANCE OF A MATCH.

COMPUTER SEARCHES:

- Early each morning the NCIC computer at FBI Headquarters automatically conducts a cross search between the Unidentified Person File and the Missing

Person File. Since much of the information in the Unidentified Person File represents an estimate by the medical examiner or investigating officer, multiple matches frequently occur.

- A scoring system is used to rank the most likely candidates.
- BETWEEN 7:00 AND 8:00 EACH MORNING, THE NCIC COMPUTER AUTOMATICALLY GENERATES A MESSAGE NOTIFYING EACH AGENCY WITH A MATCHING RECORD. For example, if your agency enters an unidentified person record, you will be notified on the following morning of all potential matches with missing person records.
- Those agencies that entered the missing person records will be notified that you entered an unidentified person record with a potential match.
- UPDATING THE MISSING PERSON RECORD AS A RESULT OF FOLLOW-UP INVESTIGATION WILL PRODUCE A NEW CROSS SEARCH WITH THE UNIDENTIFIED PERSON FILE AND, IF A MATCH IS FOUND, NOTIFICATION IS TRANSMITTED TO BOTH AGENCIES. This is particularly important since much of the key data in the Missing Person File, such as blood type or dental information, may not be available at the time the initial report is taken.
- The automatic cross search will occur as long as the record remains in the Unidentified Person File or the Missing Person File. This means that you may receive an unsolicited message advising of a match long after the original entry is made in the Unidentified Person File.
- The NCIC Unidentified Person File presents a new opportunity for law enforcement and medical examiners. Matches between missing persons and unidentified persons can be made across the country and across the years. Since many of the unidentified are recovered in advanced states of decomposition, permanent physical characteristics frequently become the only useful data in making a match.

- Successful use of the Unidentified Person File therefore requires a departure from the traditional methods of collecting descriptive data in a missing person investigation.
- Data collection guides have been prepared for both the missing person investigator and the unidentified person investigator. These guides contain detailed checklists to assist the investigator in gathering nonstandard descriptive information such as dental data, fractured bones, surgical operations, and other permanent physical characteristics that are of paramount importance. In the case of a missing person, the guide can, at the discretion of the investigating agency, be given to a family member or complainant to be filled out. Your Terminal Agency Coordinator (TAC) can obtain these guides by contacting the state system manager.
- Operation of the Unidentified Person File and the Missing Person File requires close cooperation between NCIC and state system managers. Should you have any questions concerning operation of either of these files, please contact your state Control Terminal Agency.

KEYS TO REMEMBER

1. COMPARISONS BETWEEN RECORDS IN THE UNIDENTIFIED PERSON FILE AND MISSING PERSON FILE RECORDS ARE AUTOMATICALLY MADE BY THE COMPUTER EACH TIME THAT A RECORD IS ENTERED OR MODIFIED IN EITHER NCIC FILE.

2. AN ENTRY MAY BE MADE IN THE UNIDENTIFIED PERSON FILE FOR:

   (1) AN UNIDENTIFIED CATASTROPHE VICTIM;
   (2) BODY PARTS WHEN A BODY HAS BEEN DISMEMBERED;
   (3) AN UNIDENTIFIED DECEASED PERSON; OR
   (4) A PERSON OF ANY AGE WHO IS LIVING AND UNABLE TO ASCERTAIN HIS OR HER IDENTITY, SUCH AS AN AMNESIA VICTIM OR A YOUNG CHILD.

3. MISSING PERSON RECORDS MUST ALSO CONTAIN COMPLETE INFORMATION SUCH AS NAME, DATE OF BIRTH, HEIGHT, WEIGHT, HAIR AND EYE COLOR. OTHER INFORMATION, SUCH AS DENTAL CHARACTERISTICS AND BLOOD TYPE, MAY REQUIRE SUBSTANTIAL FOLLOW-UP INVESTIGATION. EACH ITEM THAT IS ENTERED CONTRIBUTES TO THE CHANCE OF A MATCH.

4. BETWEEN 7:00 AND 8:00 EACH MORNING, THE NCIC COMPUTER AUTOMATICALLY GENERATES A MESSAGE NOTIFYING EACH AGENCY WITH A MATCHING RECORD.

5. UPDATING THE MISSING PERSON RECORD AS A RESULT OF FOLLOW-UP INVESTIGATION WILL PRODUCE A NEW CROSS SEARCH WITH THE UNIDENTIFIED PERSON FILE AND, IF A MATCH IS FOUND, NOTIFICATION TO BOTH AGENCIES.

THE INFORMATION THAT HAS BEEN PRESENTED REPRESENTS INFORMATION APPLICABLE TO NCIC, STATE, AND LOCAL SYSTEMS. YOUR STATE CONTROL TERMINAL AGENCY MAY HAVE ESTABLISHED ADDITIONAL REQUIREMENTS. CONSULT YOUR STATE SYSTEM'S OPERATING MANUAL AND CONTROL TERMINAL OFFICER TO IDENTIFY SPECIFIC REQUIREMENTS.

TEST YOUR KNOWLEDGE

1. Comparisons between records in the Unidentified Person File and Missing Person File records are _____ made by the computer each time that a record is _____ or _____ in either NCIC file.

2. Between 7:00 and 8:00 each morning, the NCIC computer automatically generates a message notifying each agency with a matching record. (T or F)

3. An entry may be made in the Unidentified Person File for:
   (1) an unidentified _____ victim;
   (2) body _____ when a body has been dismembered;
   (3) an unidentified _____ person; or
   (4) a person of any age who is living and unable to ascertain his or her identity, such as an _____ victim or a young _____.

4. Updating the missing person record as a result of follow-up investigation will produce a new cross search with the Unidentified Person File and, if a match is found, _____ is transmitted to both agencies.

5. The automatic cross search will occur as long as the record remains in the Unidentified Person File or the Missing Person File. This means that you may receive an unsolicited message advising of a match long after the original entry is made in the Unidentified Person File. (T or F)

6. Missing person records must also contain complete information such as name, date of birth, height, weight, hair and eye color. Other information, such as dental characteristics and blood type, may require substantial _____ investigation.

ANSWERS

1. automatically, entered, modified

2. True

3. catastrophe, parts, deceased, amnesia, child

4. notification

5. True

6. follow-up

NCIC TRAINING VIDEOS

Additional copies of this or other NCIC Training Videos may be purchased from:

National Audiovisual Center
Customer Service Section
8700 Edgeworth Drive
Capitol Heights, Maryland 20743-3701
(301) 763-1896

VISA and MASTERCARD orders may be made by calling

1-800-788-6282

Topics will be grouped on single VHS in the following sets:

ORDER #	TITLES	PRICE
A18852	NCIC Overview	$30/15 **
A18853	NCIC Vehicle File NCIC Vehicle File "The Winning Team" NCIC Boat File	$35
A18854	NCIC Hit Confirmation NCIC Validation Policy NCIC Responsibilities for the Agency Administrator	$35
A18855	NCIC Missing Children NCIC Unidentified Person File NCIC Wanted Person File	$35

ORDER #	TITLES	PRICE
A18856	NCIC Packing the Record NCIC Investigative Off-Line Search	$35
A18858	NLETS The Vital Link - Overview	$30/15 **
A18971	NCIC Interstate Identification Index NCIC System Security	$35
A19068	NCIC/ATF Violent Felon File NCIC Gun File	$35
A19110	NCIC Delayed Inquiry Program NCIC Missing and Unidentified "Updating the Record"	$35

** IF YOU PURCHASE ONLY OVERVIEW PROGRAMS THE COST IS $30 EACH. IF YOU ORDER ONE OR MORE $35 PROGRAMS YOU MAY PURCHASE ONE OR BOTH OVERVIEW PROGRAMS AT $15 EACH.

FOR FURTHER INFORMATION, CALL
(301) 763-1896

U.S. Department of Justice
Federal Bureau of Investigation

NCIC

"Wanted Person File for Law Enforcement Officers"

105

NCIC...Depend on it.

The National Crime Information Center (NCIC) takes great pride in serving as a source of vital law enforcement information for the criminal justice community.

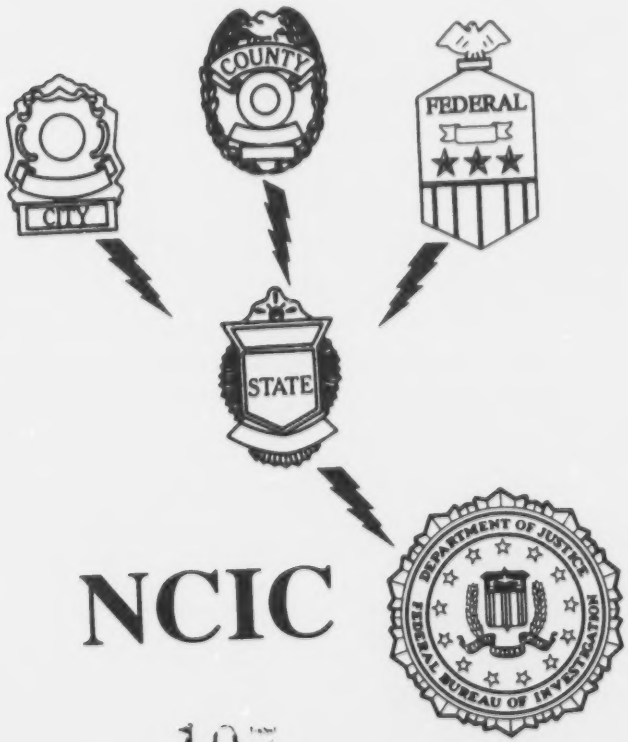
In conjunction with state and local law enforcement agencies, NCIC is coproducing instructional video tapes. These videos range from five to sixteen minutes in length and may be used to augment state NCIC training programs. They will provide a basic knowledge of NCIC policy and procedures for users at all levels. Expertise in NCIC operations will result in more efficient and effective criminal justice operations, help reduce liability, and most importantly, create a safer environment for the entire criminal justice community.

PREFACE

NCIC "Wanted Person File for Law Enforcement Officers" is an NCIC training video created for criminal justice personnel to provide an overview of the NCIC Wanted Person File. This video highlights required data to complete record entries and inquiries (Playing Time 10:22).

In addition, this guide will provide the information required to deliver a presentation on the Wanted Person File that will emphasize areas of importance.

The "Highlights," "Keys to Remember," and "Test Your Knowledge" sections of this guide are easily reproduced on standard copying machines and make ideal handout materials for reference and discussion.



HIGHLIGHTS

INTRODUCTION:

- Over the last ten years, more than one million fugitives have been arrested because law enforcement officers made NCIC inquiries.
- In a recent year, NCIC was responsible for the apprehension of more than 136,000 persons.
- Entry of a wanted person record into NCIC is one of the most important steps in locating a fugitive anywhere in the United States.

ENTRY OF A WANTED PERSON RECORD:

- To enter a record for a fugitive in NCIC, two basic criteria exist:
  1. a felony or serious misdemeanor warrant is outstanding for the individual; and
  2. the entering agency must attempt to determine, to the maximum extent possible, that extradition will be authorized if the individual is located in another state.
- Outstanding felony or serious misdemeanor warrants include:
  1. Federal warrants;
  2. temporary felony warrants;
  3. probation and parole violators; and
  4. certain juvenile offenders.

- Extradition can be limited. NCIC policy states that the extradition limitation MUST be added to the miscellaneous field of the wanted person record when entered into NCIC.
- It is important to enter a wanted person record into NCIC immediately, even if you have only minimum descriptive information on the individual. As more physical descriptive or vehicle information is obtained, add it to the original record.

- Pack the record with as much accurate and complete information as possible. The Interstate Identification Index (III) can provide a wealth of descriptive information. It also provides a means for authorized NCIC users to obtain nationwide criminal history records such as prior arrest records; aliases; FBI number; fingerprint classification; additional dates of birth and Social Security numbers; scars; marks; tattoos; and other identifying information. IT IS EXTREMELY IMPORTANT TO ENSURE THAT YOU ENTER INFORMATION INTO NCIC ON THE RIGHT INDIVIDUAL. DO NOT ASSUME THAT, BECAUSE YOU LOCATE A RECORD WITH THE SAME NAME AND DATE OF BIRTH AS YOUR SUBJECT, THE TWO ARE IDENTICAL.
- Your local Department of Motor Vehicles or National Automobile Theft Bureau (NATB)* representative can also be helpful in obtaining accurate information regarding your fugitive's vehicle.
- A vehicle or license plate may be entered as part of a wanted person record provided the location of the vehicle or license plate is unknown and the entering agency has reasonable grounds to believe that the fugitive may be operating the vehicle or using the license plate.
- A critical function of the NCIC Wanted Person File is to alert officers when an individual is armed and dangerous. CAUTION INDICATORS MUST BE ADDED IF A FUGITIVE HAS COMMITTED A CRIME OF VIOLENCE, USED A WEAPON AS PART OF THE CRIMINAL ACTIVITY, OR IS A VIOLENT INDIVIDUAL. Caution statements must be added to the miscellaneous field to further alert officers.
- A caution indicator should also be added to the record when it is known that an individual has suicidal tendencies, has previously escaped custody, is a drug addict, or has other problems which require caution when approaching the individual.
- A TEMPORARY FELONY WARRANT RECORD ENTRY can be made when prompt action is needed to

apprehend a person who has committed or believed to have committed a felony. These records are automatically removed from NCIC after 48 hours, so immediately modify the record when a warrant is obtained.

JUVENILE RECORD ENTRIES:

- In certain instances, records for juvenile offenders can be entered into the Wanted Person File.
- The criteria for juvenile status is determined by the laws of the state of residence of the parent, guardian, or agency entitled to legal custody.
- NCIC criteria for juvenile record entries:
  1. a juvenile who is to be tried as an adult for whom a felony or serious misdemeanor warrant is outstanding;
  2. a juvenile who has escaped from an institution or agency vested with legal custody or supervision; or
  3. a juvenile who has violated probation or parole.

- In addition, many states have signed the RENDITION AMENDMENT. This allows the state to enter juveniles who have been charged with the commission of a delinquent act that would be a crime if committed by an adult and who have fled from the state where the crime was committed. CONTACT YOUR NCIC CONTROL TERMINAL OFFICER REGARDING YOUR STATE'S SPECIFIC LAWS ON JUVENILES.

INQUIRY INTO THE WANTED PERSON FILE:

- To make an inquiry, you must have a NAME AND AT LEAST ONE UNIQUE NUMERIC IDENTIFIER.
- When a Social Security number is used for an inquiry, the computer will hit on anyone using that Social Security number REGARDLESS OF THE NAME.
- Inquiries made with name and date of birth are checked using a program called SOUNDEX. This means that you may get a hit on an individual with the same date of birth but a different name than the one you inquired upon.

- It is possible to get a hit on an identical name and date of birth when the subject of the record is NOT IDENTICAL with the individual you are checking.
- AN NCIC HIT ALONE DOES NOT CONSTITUTE PROBABLE CAUSE TO ARREST. An NCIC hit is simply the first step in a chain of properly executed procedures that MAY lead to an arrest.
- An inquiry of the Wanted Person File will also automatically search the following files:
  1. Missing Person File;
  2. U.S. Secret Service Protective File;
  3. Foreign Fugitive File; and
  4. Alcohol, Tobacco and Firearms (ATF) Violent Felon File.**

KEYS TO REMEMBER

1. A WANTED PERSON RECORD ENTRY MUST MEET THE FOLLOWING CRITERIA:
   1) AN OUTSTANDING FELONY OR SERIOUS MISDEMEANOR WARRANT; AND
   (2) THE ENTERING AGENCY MUST ATTEMPT TO DETERMINE, TO THE MAXIMUM EXTENT POSSIBLE, THAT EXTRADITION WILL BE AUTHORIZED IF THE INDIVIDUAL IS LOCATED IN ANOTHER STATE.

2. THE MORE COMPLETE THE ENTRY, THE BETTER YOUR CHANCES ARE OF MAKING AN APPREHENSION.

3. AN NCIC HIT ALONE DOES NOT CONSTITUTE PROBABLE CAUSE TO ARREST.

* The National Automobile Theft Bureau (NATB) is now known as The National Insurance Crime Bureau (NICB).

** The NCIC/ATF Violent Felon File became operational 3/1/92.

MANY STATE AND LOCAL SYSTEMS MAINTAIN WANTED PERSON FILES WITH DIFFERENT ENTRY CRITERIA. YOUR STATE CONTROL TERMINAL AGENCY HAS ESTABLISHED SPECIFIC POLICY AND REQUIREMENTS CONCERNING THE USE OF FILES. CONSULT YOUR STATE SYSTEM'S OPERATING MANUAL AND CTO FOR MORE INFORMATION.

TEST YOUR KNOWLEDGE

1. To enter a record for a fugitive in NCIC, two basic criteria exist:
   (1) a _____ or _____ misdemeanor warrant is outstanding for the individual; and
   (2) the entering agency must attempt to determine, to the maximum extent possible, that _____ will be authorized if the individual is located in another state.

2. Outstanding felony or serious misdemeanor warrants include:
   (1) _____ warrants;
   (2) _____ felony warrants;
   (3) _____ and parole violators; and
   (4) certain _____ offenders.

3. Extradition can be limited. NCIC policy states that the extradition limitation MUST be added to the _____ field of the wanted person record when entered into NCIC.

4. Caution indicators must be added if a fugitive has committed a crime of _____, used a _____ as part of the criminal activity, or is a violent individual. Caution statements must be added to the _____ field to further alert officers.

5. The more _____ the entry, the better your chances are of making an apprehension.

6. An NCIC hit alone does not constitute probable cause to arrest. (T or F)

ANSWERS

1. felony, serious, extradition

2. Federal, temporary, probation, juvenile

3. miscellaneous

4. violence, weapon, miscellaneous

5. complete

6. True

NCIC TRAINING VIDEOS

Additional copies of this or other NCIC Training Videos may be purchased from:

National Audiovisual Center
Customer Service Section
8700 Edgeworth Drive
Capitol Heights, Maryland 20743-3701
(301) 763-1896

VISA and MASTERCARD orders may be made by calling

1-800-788-6282

Topics will be grouped on single VHS in the following sets:

ORDER #	TITLES	PRICE
A18852	NCIC Overview	$30/15 **
A18853	NCIC Vehicle File NCIC Vehicle File "The Winning Team" NCIC Boat File	$35
A18854	NCIC Hit Confirmation NCIC Validation Policy NCIC Responsibilities for the Agency Administrator	$35
A18855	NCIC Missing Children NCIC Unidentified Person File NCIC Wanted Person File	$35

ORDER #	TITLES	PRICE
A18856	NCIC Packing the Record NCIC Investigative Off-Line Search	$35
A18858	NLETS The Vital Link - Overview	$30/15 **
A18971	NCIC Interstate Identification Index NCIC System Security	$35
A19068	NCIC/ATF Violent Felon File NCIC Gun File	$35
A19110	NCIC Delayed Inquiry Program NCIC Missing and Unidentified "Updating the Record"	$35

** IF YOU PURCHASE ONLY OVERVIEW PROGRAMS THE COST IS $30 EACH. IF YOU ORDER ONE OR MORE $35 PROGRAMS YOU MAY PURCHASE ONE OR BOTH OVERVIEW PROGRAMS AT $15 EACH.

FOR FURTHER INFORMATION, CALL

U.S. Department of Justice
Federal Bureau of Investigation

NCIC

"Packing the Record for Law Enforcement Officers"

NCIC...Depend on it.

BEST COPY AVAILABLE

The National Crime Information Center (NCIC) takes great pride in serving as a source of vital law enforcement information for the criminal justice community.

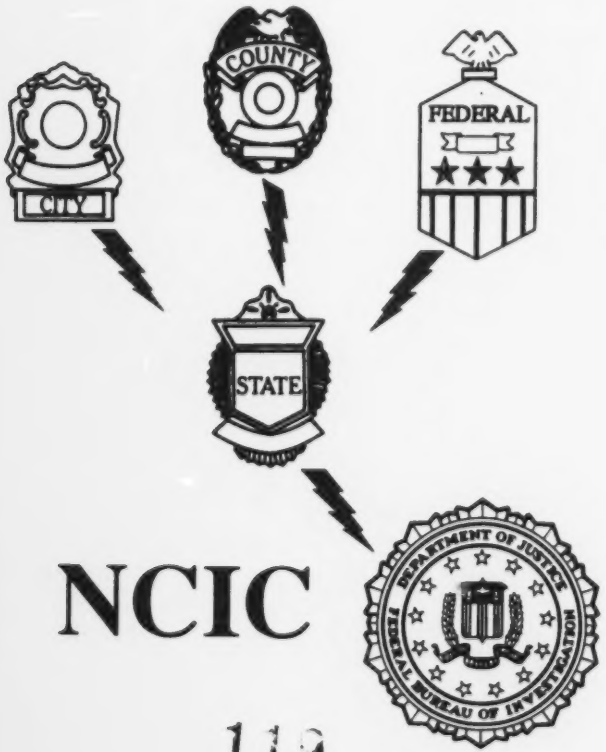
In conjunction with state and local law enforcement agencies, NCIC is coproducing instructional video tapes. These videos range from five to sixteen minutes in length and may be used to augment state NCIC training programs. They will provide a basic knowledge of NCIC policy and procedures for users at all levels. Expertise in NCIC operations will result in more efficient and effective criminal justice operations, help reduce liability, and most importantly, create a safer environment for the entire criminal justice community.

PREFACE

NCIC "Packing the Record for Law Enforcement Officers" is an NCIC training video created for criminal justice personnel to provide methods of packing NCIC record entries with additional information to maximize the possibility of obtaining a positive response (Playing Time 5:42).

In addition, this guide will provide the information required to deliver a presentation on entering and maintaining complete record information.

The "Highlights," "Keys to Remember," and "Test Your Knowledge" sections of this guide are easily reproduced on standard copying machines and make ideal handout materials for reference and discussion.



HIGHLIGHTS

INTRODUCTION:

- A record entered into NCIC that is not packed with complete, accurate, and up-to-date information is not only worthless, it can be a liability.
- As a law enforcement officer, it is essential that you understand that the information that you put into the system is exactly what you will get out of it.
- In order for this system to work effectively, all entries or records must be packed with as much information as possible. The more information that is added to a record, the better the chances of locating stolen property, finding missing persons, or identifying and arresting fugitives.
- Packing the record is of vital importance because incomplete information reduces your chances of apprehending a fugitive or locating stolen property.

RECORD PACKING METHODS:

- Information such as additional aliases, FBI numbers, scars, marks, tattoos, and other identifying information must be entered.
- A fugitive's vehicle and license plate information can be entered in the Wanted Person File, even if the vehicle itself is not stolen.
- Contact your local Department of Motor Vehicles or National Automobile Theft Bureau (NATB)* representative. They can be helpful in obtaining accurate information regarding a fugitive's vehicle.
- Caution indicators help to protect law enforcement personnel across the country. In the Wanted and Missing Person Files, caution indicators must be added to the record when it is known that an individual:
  1. is armed and dangerous;
  2. has suicidal tendencies;
  3. has previously escaped custody;

4. is a drug addict; or
5. caution is required when approaching the person.

- In addition, caution indicators may be entered in the Vehicle File when the occupants of the vehicle in question are known to be armed. This warning will help protect the lives of your subjects, fellow officers, and innocent bystanders.

A CASE OF INCOMPLETE INFORMATION:

- In a recent court decision, a major metropolitan city was held liable for the police department's failure to enter all available descriptive information into a Wanted Person record.

- In 1981, an individual lost his identification. A state prison escapee began using the identification in the commission of crimes across the country. Ultimately, this fugitive, using the name on the identification, was indicted on two counts of murder and entered into NCIC as a fugitive. Although the entering agency had descriptive information available on the fugitive including aliases, fingerprint classification, scars, marks,

and tattoos, they failed to include this information in the NCIC record. On four occasions, the innocent individual was arrested based on the incomplete information in the NCIC system, then subsequently released after contact with the entering agency. Each time, the entering agency re-entered the warrant information and continually failed to add available descriptive information. THE U.S. DISTRICT COURT RULED ON BEHALF OF THE INNOCENT PARTY AND ISSUED A WARNING THAT THE COURTS WILL NOT TOLERATE INCOMPLETE NCIC RECORDS. Packing the record with all descriptive information could have helped prevent this from happening.

- It is important for users to understand and carry out both NCIC and state system policy and procedures. Record accuracy and completeness will resolve any possible misidentification when dealing with the identity of wanted criminals.
- A more complete record is of more practical value to the investigator. IT IS VITAL TO UPDATE AND/OR MODIFY A RECORD AS SOON AS ADDITIONAL INFORMATION IS OBTAINED. Packing the record is instrumental in accomplishing the system's primary goal, to protect the live's of you and your fellow officer.

KEYS TO REMEMBER

1. INFORMATION SUCH AS ADDITIONAL ALIASES, FBI NUMBERS, SCARS, MARKS, TATTOOS, AND OTHER IDENTIFYING INFORMATION MUST BE ENTERED.

2. A FUGITIVE'S VEHICLE AND LICENSE PLATE INFORMATION CAN BE ENTERED IN THE WANTED PERSON FILE, EVEN IF THE VEHICLE ITSELF IS NOT STOLEN.

3. CAUTION INDICATORS HELP TO PROTECT LAW ENFORCEMENT PERSONNEL ACROSS THE COUNTRY. IN THE WANTED AND MISSING PERSON FILES, CAUTION INDICATORS MUST BE ADDED TO THE RECORD WHEN IT IS KNOWN THAT AN INDIVIDUAL:
   1. IS ARMED AND DANGEROUS;
   2. HAS SUICIDAL TENDENCIES;
   3. HAS PREVIOUSLY ESCAPED CUSTODY;
   4. IS A DRUG ADDICT; OR
   5. CAUTION IS REQUIRED WHEN APPROACHING THE PERSON.

4. CAUTION INDICATORS MAY BE ENTERED IN THE VEHICLE FILE WHEN THE OCCUPANTS OF THE VEHICLE IN QUESTION ARE KNOWN TO BE ARMED. THIS WARNING WILL HELP PROTECT THE LIVES OF YOUR SUBJECTS, FELLOW OFFICERS, AND INNOCENT BYSTANDERS.

5. IT IS VITAL TO UPDATE AND/OR MODIFY A RECORD AS SOON AS ADDITIONAL INFORMATION IS OBTAINED. PACKING THE RECORD IS INSTRUMENTAL IN ACCOMPLISHING THE SYSTEM'S PRIMARY

GOAL, TO PROTECT THE LIVE'S OF YOU AND YOUR FELLOW OFFICER.

* The National Automobile Theft Bureau (NATB) is now known as The National Insurance Crime Bureau (NICB).

TEST YOUR KNOWLEDGE

1. Information such as additional _____, FBI _____, scars, marks, _____, and other identifying information must be entered.

2. A fugitive's vehicle and license plate information can be entered in the _____ person file, even if the vehicle itself is not stolen.

3. Caution indicators help to protect law enforcement personnel across the country. In the wanted and missing person files, caution indicators must be added to the record when it is known that an individual:
   (1) is _____ and dangerous;
   (2) has _____ tendencies;
   (3) has previously _____ custody;
   (4) is a _____ _____; or
   (5) _____ is required when approaching the person.

4. Caution indicators may be entered in the _____ file when the occupants of the vehicle in question are known to be armed.

5. It is vital to update and/or _____ a record as soon as additional information is obtained. Packing the record is instrumental in accomplishing the system's primary goal, to _____ the lives of you and your fellow officer.

ANSWERS

1. aliases, numbers, tattoos

2. wanted

3. (1) armed, (2) suicidal, (3) escaped, (4) drug addict, (5) caution

4. vehicle

5. modify, protect

NCIC TRAINING VIDEOS

Additional copies of this or other NCIC Training Videos may be purchased from:

National Audiovisual Center
Customer Service Section
8700 Edgeworth Drive
Capitol Heights, Maryland 20743-3701
(301) 763-1896

VISA and MASTERCARD orders may be made by calling

1-800-788-6282

Topics will be grouped on single VHS in the following sets:

ORDER #	TITLES	PRICE
A18852	NCIC Overview	$30/15 **
A18853	NCIC Vehicle File NCIC Vehicle File "The Winning Team" NCIC Boat File	$35
A18854	NCIC Hit Confirmation NCIC Validation Policy NCIC Responsibilities for the Agency Administrator	$35
A18855	NCIC Missing Children NCIC Unidentified Person File NCIC Wanted Person File	$35

ORDER #	TITLES	PRICE
A18856	NCIC Packing the Record NCIC Investigative Off-Line Search	$35
A18858	NLETS The Vital Link - Overview	$30/15 **
A18971	NCIC Interstate Identification Index NCIC System Security	$35
A19068	NCIC/ATF Violent Felon File NCIC Gun File	$35
A19110	NCIC Delayed Inquiry Program NCIC Missing and Unidentified "Updating the Record"	$35

** IF YOU PURCHASE ONLY OVERVIEW PROGRAMS THE COST IS $30 EACH. IF YOU ORDER ONE OR MORE $35 PROGRAMS YOU MAY PURCHASE ONE OR BOTH OVERVIEW PROGRAMS AT $15 EACH.

FOR FURTHER INFORMATION, CALL
(301) 763-1896

U.S. Department of Justice
Federal Bureau of Investigation

NCIC

"The Investigative Off-Line Search"

123

NCIC...Depend on it.

The National Crime Information Center (NCIC) takes great pride in serving as a source of vital law enforcement information for the criminal justice community.

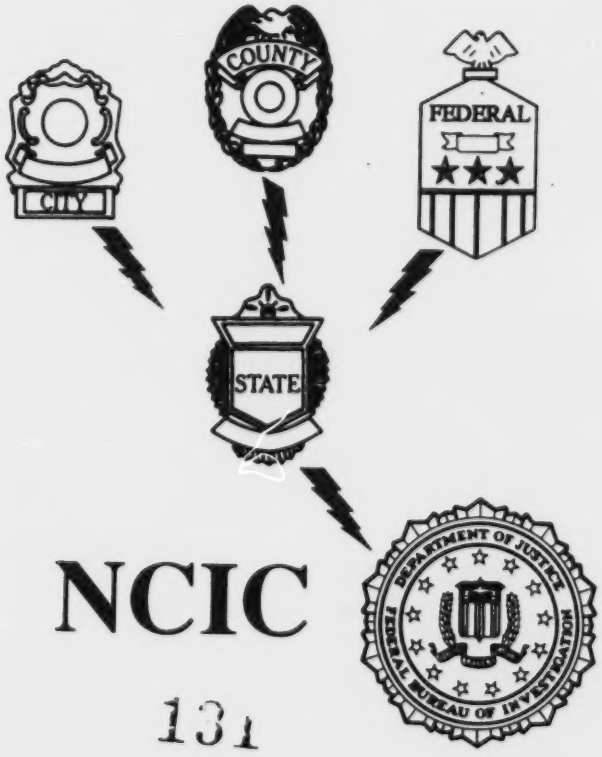
In conjunction with state and local law enforcement agencies, NCIC is coproducing instructional video tapes. These videos range from five to sixteen minutes in length and may be used to augment state NCIC training programs. They will provide a basic knowledge of NCIC policy and procedures for users at all levels. Expertise in NCIC operations will result in more efficient and effective criminal justice operations, help reduce liability, and most importantly, create a safer environment for the entire criminal justice community.

PREFACE

NCIC "The Investigative Off-Line Search" is an NCIC training video created for criminal justice personnel to provide an overview of NCIC off-line search capabilities. This video highlights examples of using off-line searches to establish investigative leads in unsolved cases (Playing Time 12:37).

In addition, this guide will provide the information required to deliver a presentation on off-line searches that will emphasize areas of importance.

The "Highlights," "Keys to Remember," and "Test Your Knowledge" sections of this guide are easily reproduced on standard copying machines and make ideal handout materials for reference and discussion.



NCIC

HIGHLIGHTS

INTRODUCTION:

- Today's effective law enforcement officers, regardless of the size or location of their departments, must understand and utilize the wide variety of new tools available to the nationwide law enforcement community.
- The NCIC system provides local, state, and Federal criminal justice agencies with on-line computerized access to millions of records including stolen property, wanted person, missing person, unidentified person, and criminal history records.
- During the course of many investigations, information may be developed which does not lend itself to a routine on-line inquiry. An on-line inquiry can not be made with partial identifiers. One investigative tool available to law enforcement is the investigative off-line search, which is a specialized inquiry of the NCIC system to obtain data not available through normal on-line transactions.

TYPES OF OFF-LINE SEARCHES:

- Searches can be made against two primary data sources:
  1. active NCIC records, including hot files and criminal history records. These records are currently listed in the NCIC system for wanted, missing and unidentified persons, stolen property, and criminal history records; and
  2. historical records, including records that have been purged from the hot files because the property has been recovered, the person has been located, or the record has reached the end of its retention period in NCIC. Historical records also include all transactions made against the system.*

GENERAL INFORMATION:

- Off-Line searches can be made with a minimum of information, such as a partial serial number, Vehicle Identification Number (VIN), license plate number, or even fingerprint ridge count. Other examples include the location or description of a tattoo, or to determine if an individual or a piece of property has been inquired upon by a law enforcement agency anywhere in the nation.
- There is no charge to the requesting criminal justice agency for an off-line search.
- The results of an off-line search of NCIC "hot files" will be available 24 hours after the request is made.
- An off-line search of historical records will take approximately two weeks.
- NCIC transaction log tapes will provide investigators with (1) what property or person was inquired upon, (2) the date and time of the inquiry, and (3) the Originating Agency Identifier (ORI) of the inquiring agency.
- Transaction log searches are limited to any six month time frame.

KEYS TO REMEMBER

1. AN OFF-LINE SEARCH IS A SPECIALIZED INQUIRY OF THE NCIC SYSTEM TO OBTAIN DATA NOT AVAILABLE THROUGH NORMAL ON-LINE TRANSACTIONS.

2. OFF-LINE SEARCHES CAN BE MADE WITH A MINIMUM OF INFORMATION.

3. SEARCHES CAN BE MADE AGAINST TWO PRIMARY DATA SOURCES:
   (1) ACTIVE RECORDS INCLUDING HOT FILES AND CRIMINAL HISTORY RECORDS; AND
   (2) HISTORICAL RECORDS.

4. THERE IS NO CHARGE TO THE REQUESTING CRIMINAL JUSTICE AGENCY FOR AN OFF-LINE SEARCH.

5. TO REQUEST AN OFF-LINE SEARCH OR DETERMINE IF NCIC CAN ASSIST WITH YOUR INVESTIGATION, CONTACT FBIHQ AT (202) 324-2611** OR NLETS ORI DCFBIWAT8.

NOTE: THE VIEWER SHOULD BE ADVISED OF THE FOLLOWING CHANGES THAT HAVE OCCURED AND ARE NOT REFLECTED IN THIS VIDEO TAPE PROGRAM.

* THE MAXIMUM RANGE OF HISTORICAL RECORD SEARCHES IS NOW TEN YEARS.

** THE NEW PHONE NUMBER TO REQUEST AN OFF-LINE SEARCH IS (202) 324-6242.

TEST YOUR KNOWLEDGE

1. One investigative tool available to law enforcement is the investigative _____ _____, which is a specialized inquiry of the NCIC System to obtain data not _____ through normal on-line transactions.

2. Searches can be made against two primary data sources:
   (1) _____ _____ including hot files and criminal history records; and
   (2) _____ _____.

3. There is _____ _____ to the requesting criminal justice agency for an off-line search.

4. To request an off-line search or determine if NCIC can assist with your investigation, _____ FBIHQ at (202) 324-6242** or NLETS ORI DCFBIWAT8.

5. Off-Line searches can be made with a _____ of information.

6. Active NCIC records are records that are _____ listed in the NCIC system for wanted, missing and unidentified persons, stolen property, and criminal history records.

7. Historical records include records that have been purged from the hot files because the property has been _____, the person has been _____, or the record has reached the end of its retention period in NCIC. Historical records also include _____ transactions made against the system for the past ten years.*

ANSWERS

1. off-line search, available
2. (1) active records, (2) historical records
3. no charge
4. contact
5. minimum
6. currently
7. recovered, located, all

NCIC TRAINING VIDEOS

Additional copies of this or other NCIC Training Videos may be purchased from:

National Audiovisual Center
Customer Service Section
8700 Edgeworth Drive
Capitol Heights, Maryland 20743-3701
(301) 763-1896

VISA and MASTERCARD orders may be made by calling

1-800-788-6282

Topics will be grouped on single VHS in the following sets:

ORDER #	TITLES	PRICE
A18852	NCIC Overview	$30/15 **
A18853	NCIC Vehicle File NCIC Vehicle File "The Winning Team" NCIC Boat File	$35
A18854	NCIC Hit Confirmation NCIC Validation Policy NCIC Responsibilities for the Agency Administrator	$35
A18855	NCIC Missing Children NCIC Unidentified Person File NCIC Wanted Person File	$35

ORDER #	TITLES	PRICE
A18856	NCIC Packing the Record NCIC Investigative Off-Line Search	$35
A18858	NLETS The Vital Link - Overview	$30/15 **
A18971	NCIC Interstate Identification Index NCIC System Security	$35
A19068	NCIC/ATF Violent Felon File NCIC Gun File	$35
A19110	NCIC Delayed Inquiry Program NCIC Missing and Unidentified "Updating the Record"	$35

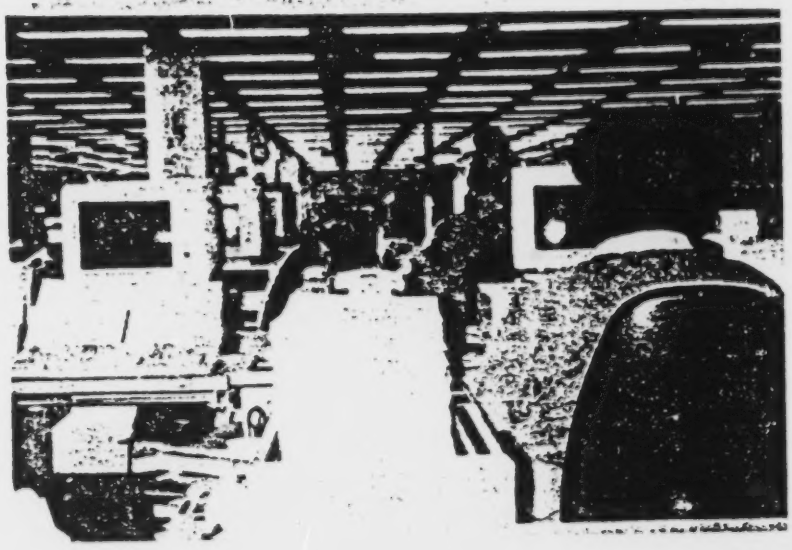
** IF YOU PURCHASE ONLY OVERVIEW PROGRAMS THE COST IS $30 EACH. IF YOU ORDER ONE OR MORE $35 PROGRAMS YOU MAY PURCHASE ONE OR BOTH OVERVIEW PROGRAMS AT $15 EACH.

FOR FURTHER INFORMATION, CALL
(301) 763-1896

U.S. Department of Justice
Federal Bureau of Investigation

NCIC

"The Interstate Identification Index (III)"



139

NCIC...Depend on it.

The National Crime Information Center (NCIC) takes great pride in serving as a source of vital law enforcement information for the criminal justice community.

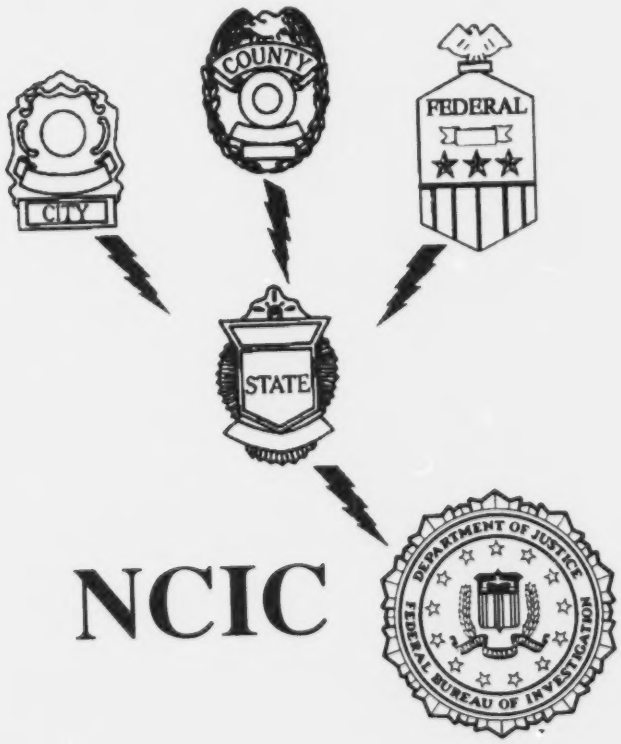
In conjunction with state and local law enforcement agencies, NCIC is coproducing instructional video tapes. These videos range from five to sixteen minutes in length and may be used to augment state NCIC training programs. They will provide a basic knowledge of NCIC policy and procedures for users at all levels. Expertise in NCIC operations will result in more efficient and effective criminal justice operations, help reduce liability, and most importantly, create a safer environment for the entire criminal justice community.

PREFACE

"The NCIC Interstate Identification Index" (III) is an NCIC training video created for criminal justice personnel to provide an overview of the Index, including instructions for usage, criteria for access, and specific policies regarding data interpretation and dissemination (Playing Time 10:00).

In addition, this guide will provide the information required to deliver a presentation on III that will emphasize areas of importance.

The "Highlights," "Keys to Remember," and "Test Your Knowledge" sections of this guide are easily reproduced on standard copying machines and make ideal handout materials for reference and discussion.



HIGHLIGHTS

INTRODUCTION:

- Any time you must obtain the criminal history record of a subject, you should begin by checking III.
- By making two simple NCIC inquiries, any member of the criminal justice community can, in many cases, obtain the criminal history record of a subject through their state or Federal criminal justice information system.

III FACTS:

- Records for over 15 million serious criminal offenders are available on-line within a matter of a few minutes.
- Twenty-two states now participate in III, providing automated criminal history records on-line using NCIC and the National Law Enforcement Telecommunications System (NLETS).
- Through III, records can be obtained directly from the state identification bureaus holding the actual records.

III PROCEDURES:

- Obtaining records usually requires two transactions:
  (1) The first transaction is an inquiry of the Index to determine if a record is available on the subject. The subject's name, date of birth, sex, and race, or Social Security Number, are the only items required for an inquiry. The response to an inquiry will provide a list of those subjects in the Index with a matching name and date of birth or matching Social Security Number. The corresponding FBI number of each subject will be included.
  (2) The actual record is obtained through a second transaction which uses the FBI number of the subject.
- Care should be taken when interpreting records. The Index response may contain multiple subjects, because the name search is phonetic and the date of birth search requires an exact match on month and day, but will match a record three years on either side of the inquiry year.
- The Index response contains a list identifying the participating states that maintain the criminal history data and will respond to a request for the record. The FBI will be listed if the subject has a Federal arrest or an arrest in one of the nonparticipating states.
- When a request for an actual record is received, participating states will automatically transmit, via NLETS, a copy of the subject's state record.
- If the subject has a Federal arrest or an arrest in one of the nonparticipating states, the FBI Identification Division will immediately send a record of those arrests over the NCIC network.

- III DOES NOT contain the criminal history records of all subjects, only those for whom the FBI received fingerprint cards and who meet age or arrest date criteria.
- The absence of a III record DOES NOT mean there is no criminal history record for the subject. A manual record not accessible by III may be maintained by the FBI Identification Division. In addition, many local and state maintained records may not be included in III.
- III records contain sensitive criminal justice information.
- A log must be maintained of all requests. NCIC requires that the name of the individual who requested the record be entered in the attention field of the record request format.
- There are only three legitimate reasons for accessing and obtaining III information:
  (1)an authorized criminal justice investigation,
  (2)a background investigation for criminal justice employment, or
  (3)authorized Federal agencies can use III for background investigations in connection with security clearances as defined by the Security Clearance Information Act.
- Obtaining III information for any other purpose constitutes misuse of the system. Both administrative and criminal sanctions can be taken against agencies and individuals who misuse III.

KEYS TO REMEMBER

1. Any time you must obtain the criminal history record of a subject, begin by checking III. Records for over 15 million serious criminals are available within minutes.

2. Care should be taken interpreting the record. Because of expanded search parameters, III may provide a record that is not an exact match with your subject.

3. The absence of a III record DOES NOT MEAN there is NO CRIMINAL HISTORY RECORD for the subject.

4. III records contain confidential criminal justice information. Administrative and criminal sanctions can be taken against agencies and individuals who use III for any reason other than a legitimate, official purpose.

Many state and local systems have additional regulations concerning the use of criminal history files. Consult your state Control Terminal Officer and state system operating manual for more information.

TEST YOUR KNOWLEDGE

1. Obtaining records from III usually requires two transactions. The first transaction is an inquiry of the Index to determine _____.

2. Care should be taken interpreting records that are provided in response to an inquiry, because the response may contain _____ subjects.

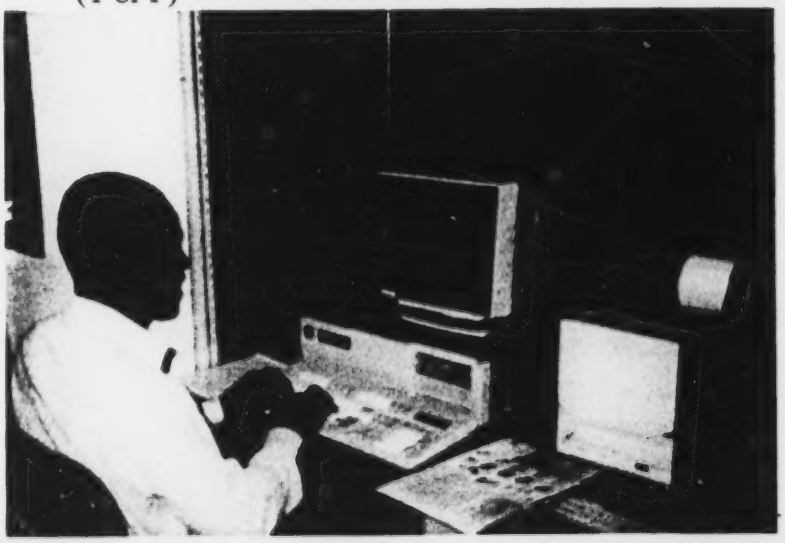
3. The actual record is obtained through a second transaction which uses the ___ ____ of the subject.

4. III does not contain the criminal history records of _____ subjects.

5. If there are no records listed in III, then there is no criminal history for the subject. (T or F)

6. III records contain _____ criminal justice information.

7. It is permissible to access III when you just want to inquire about a friend or someone that you have recently met, as the response will be kept confidential. (T or F)



ANSWERS

1. if a record is available on the subject

2. multiple

3. FBI number

4. all

5. False - a manual record not accessible by III may be maintained by the FBI Identification Division. Also, many state and locally maintained records MAY NOT be included in III.

6. sensitive or confidential

7. False - there are only three legitimate reasons for accessing III information. PERSONAL USE of III information for any nonofficial purpose IS MISUSE of the system. Both ADMINISTRATIVE AND CRIMINAL SANCTIONS CAN BE TAKEN AGAINST AGENCIES AND INDIVIDUALS WHO MISUSE III.

NCIC TRAINING VIDEOS

Additional copies of this or other NCIC Training Videos may be purchased from:

National Audiovisual Center
Customer Service Section
8700 Edgeworth Drive
Capitol Heights, Maryland 20743-3701
(301) 763-1896

VISA and MASTERCARD orders may be made by calling:

1-800-638-1300

Topics will be grouped on single VHS in the following sets:

ORDER #	TITLES	PRICE
A18852	NCIC Overview	$30/15 *
A18853	NCIC Vehicle File	$35
	NCIC Vehicle File "The Winning Team"	
	NCIC Boat File	
A18854	NCIC Hit Confirmation	$35
	NCIC Validation Policy	
	NCIC Responsibilities for the Agency Administrator	
A18855	NCIC Missing Children	$35
	NCIC Unidentified Person File	
	NCIC Wanted Person File	
A18856	NCIC Packing the Record	$35
	NCIC Investigative Off-Line Search	
A18858	NLETS The Vital Link - Overview	$30/15 *

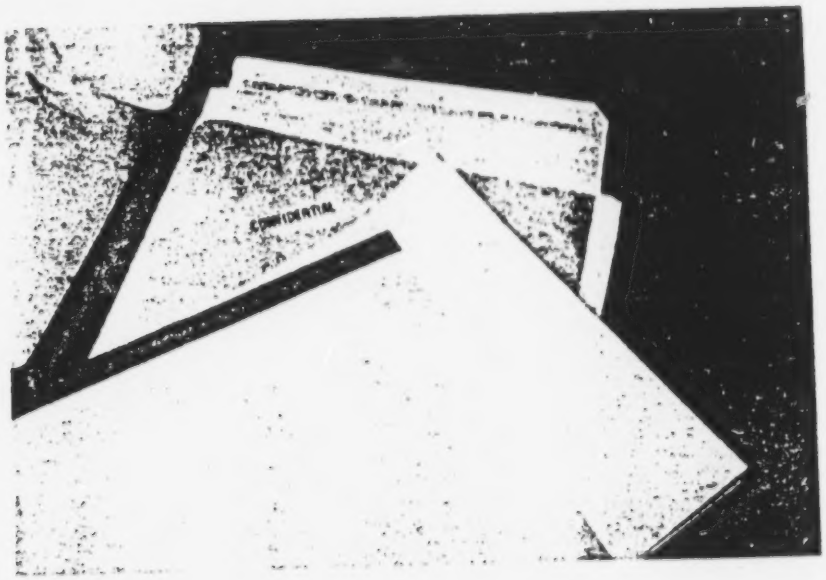
* IF YOU PURCHASE ONLY OVERVIEW PROGRAMS THE COST IS $30 EACH. IF YOU ORDER ONE OR MORE $35 PROGRAMS YOU MAY PURCHASE ONE OR BOTH OVERVIEW PROGRAMS AT $15 EACH.

FOR FURTHER INFORMATION, CALL
(301) 763-1896

U.S. Department of Justice
Federal Bureau of Investigation

NCIC

"System Security"



NCIC...Depend on it.

The National Crime Information Center (NCIC) takes great pride in serving as a source of vital law enforcement information for the criminal justice community.

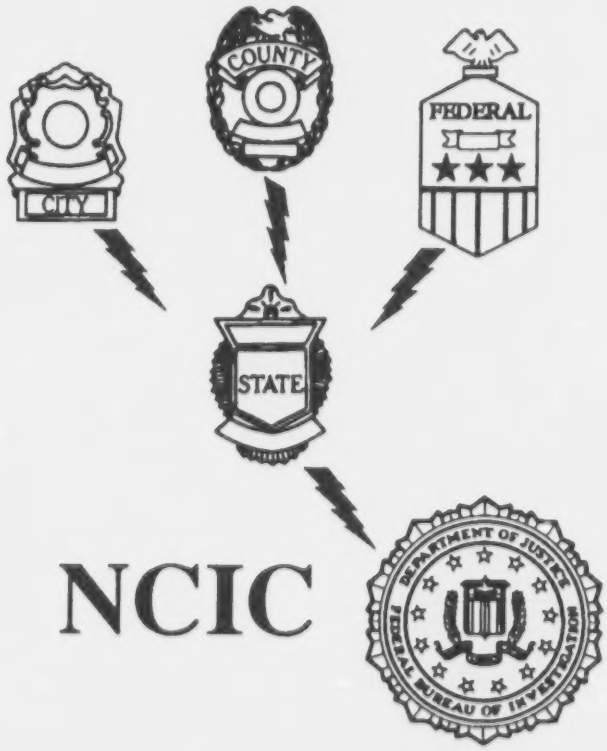
In conjunction with state and local law enforcement agencies, NCIC is coproducing instructional video tapes. These videos range from five to sixteen minutes in length and may be used to augment state NCIC training programs. They will provide a basic knowledge of NCIC policy and procedures for users at all levels. Expertise in NCIC operations will result in more efficient and effective criminal justice operations, help reduce liability, and most importantly, create a safer environment for the entire criminal justice community.

PREFACE

"NCIC System Security" is an NCIC training video created for criminal justice personnel to provide an overview of security requirements for use and distribution of information contained in the NCIC system. This video highlights criteria for accessing the system, specifies policies for data dissemination, and informs of penalties for unauthorized use of NCIC file data (Playing Time 8:20).

In addition, this guide will provide the information required to deliver a presentation on NCIC System Security that will emphasize areas of importance.

The "Highlights," "Keys to Remember," and "Test Your Knowledge" sections of this guide are easily reproduced on standard copying machines and make ideal handout materials for reference and discussion.



HIGHLIGHTS

INTRODUCTION:

- Collecting, preserving, and retrieving information is a major key to an effective criminal justice process.
- Because of the sensitive nature of criminal justice information, we must protect it, keep it confidential, and not share it with the public or press unless it is for an authorized purpose.

SECURITY CRITERIA:

- Information obtained from NCIC IS CONFIDENTIAL CRIMINAL JUSTICE INFORMATION.
- Obtaining and misusing information from NCIC, whether accidentally or intentionally, has administrative and criminal penalties.
- There are two types of information in NCIC:
  1. "Hot File" information - contains information concerning wanted and missing persons, stolen vehicles, license plates, and other items of stolen property. It cannot be disseminated outside of the criminal justice system WITHOUT AN OFFICIAL PURPOSE.
  2. Criminal history records - The Interstate Identification Index (III) provides criminal history data that is considered extremely sensitive. Misuse of these records is subject to severe administrative and, in some cases, criminal penalties.

- There are only three legitimate reasons for accessing and obtaining III information:
  1. III information can be obtained in connection with an authorized criminal justice investigation.
  2. III information can be used in conjunction with a background investigation for criminal justice employment.

3. Authorized Federal agencies can use III for background investigations in connection with security clearances as defined by the Security Clearance Information Act.

- As a member of the criminal justice community, you can:
  1. obtain NCIC information in connection with any official investigation.
  2. use the information for any official criminal justice purpose.
  3. give the information to any other criminal justice professional in conjunction with an official purpose.

PENALTIES FOR MISUSE:

- Administrative sanctions can be taken against an agency for failing to insure that employees comply with rules concerning dissemination of NCIC information.
- Continued violations can lead to the termination of NCIC services for that agency.
- Criminal penalties await those individuals who profit from misuse of NCIC information. Accepting money or favors for providing NCIC information is no different than accepting a bribe.

KEYS TO REMEMBER

NCIC INFORMATION:

1. IS CRIMINAL JUSTICE INFORMATION.
2. MAY BE USED ONLY BY CRIMINAL JUSTICE EMPLOYEES.
3. MAY ONLY BE USED FOR CRIMINAL JUSTICE PURPOSES.
4. INTENTIONAL MISUSE IS PUNISHABLE BY CRIMINAL SANCTIONS.

MANY STATE CONTROL TERMINAL AGENCIES HAVE ESTABLISHED SPECIFIC POLICIES CONCERNING THE USE OF THE INFORMATION OBTAINED FROM THE AUTOMATED CRIMINAL JUSTICE INFORMATION SYSTEM. CONSULT YOUR STATE SYSTEM OPERATING MANUAL AND CONTROL TERMINAL OFFICER FOR MORE INFORMATION.

TEST YOUR KNOWLEDGE

1. Information obtained from NCIC is _____ criminal justice information.

2. There are two types of information in NCIC. They are: (1)_____, and (2)_____.

3. Information obtained from NCIC cannot be disseminated outside of the criminal justice system without an _____ purpose.

4. An agency that fails to ensure that employees comply with rules concerning dissemination of NCIC may have _____ sanctions taken against them.

5. Continued violations can lead to the _____ of NCIC service at that agency.

6. Intentional misuse of NCIC information is punishable by _____ sanctions.

ANSWERS

1. CONFIDENTIAL
2. "HOT" FILE, CRIMINAL HISTORY RECORDS (III)
3. OFFICIAL
4. ADMINISTRATIVE
5. TERMINATION
6. CRIMINAL

NCIC TRAINING VIDEOS

Additional copies of this or other NCIC Training Videos may be purchased from:

National Audiovisual Center
Customer Service Section
8700 Edgeworth Drive
Capitol Heights, Maryland 20743-3701
(301) 763-1896

VISA and MASTERCARD orders may be made by calling

1-800-638-1300

Topics will be grouped on single VHS in the following sets:

ORDER #	TITLES	PRICE
A18852	NCIC Overview	$30/15 *
A18853	NCIC Vehicle File	$35
	NCIC Vehicle File "The Winning Team"	
	NCIC Boat File	
A18854	NCIC Hit Confirmation	$35
	NCIC Validation Policy	
	NCIC Responsibilities for the Agency Administrator	
A18855	NCIC Missing Children	$35
	NCIC Unidentified Person File	
	NCIC Wanted Person File	
A18856	NCIC Packing the Record	$35
	NCIC Investigative Off-Line Search	
A18858	NLETS The Vital Link - Overview	$30/15 *

* IF YOU PURCHASE ONLY OVERVIEW PROGRAMS THE COST IS $30 EACH. IF YOU ORDER ONE OR MORE $35 PROGRAMS YOU MAY PURCHASE ONE OR BOTH OVERVIEW PROGRAMS AT $15 EACH.

FOR FURTHER INFORMATION, CALL
(301) 763-1896

U.S. Department of Justice
Federal Bureau of Investigation

NCIC

"The ATF Violent Felon File"

153

NCIC...Depend on it.

The National Crime Information Center (NCIC) takes great pride in serving as a source of vital law enforcement information for the criminal justice community.

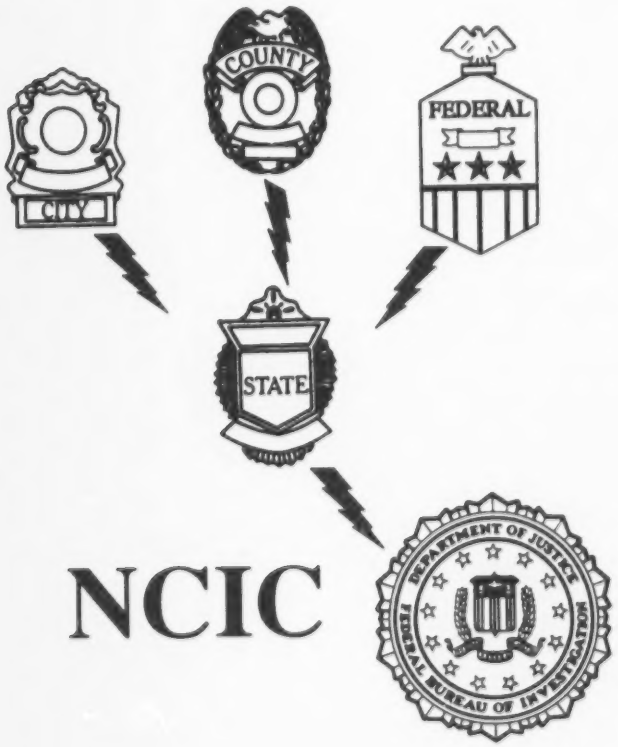
In conjunction with the Bureau of Alcohol, Tobacco and Firearms (ATF) and the Chicago Police Department, NCIC has coproduced this instructional video tape. This video may be used to augment state NCIC training programs. It will provide a basic knowledge of NCIC policy and procedures for users at all levels. Expertise in NCIC operations will result in more efficient and effective criminal justice operations, help reduce liability, and most importantly, create a safer environment for the entire criminal justice community.

PREFACE

"NCIC/ATF Violent Felon File" is an NCIC training video created for criminal justice personnel to provide an overview of the NCIC ATF Violent Felon File. This video highlights Violent Felon record criteria and positive response policy (Playing Time 10:15).

In addition, this guide will provide the information required to deliver a presentation on the ATF Violent Felon File that will emphasize areas of importance.

The "Highlights," "Keys to Remember," and "Test Your Knowledge" sections of this guide are easily reproduced on standard copying machines and make ideal handout materials for reference and discussion.



HIGHLIGHTS

INTRODUCTION:

- The ATF Violent Felon File available through NCIC contains records on individuals who have three or more convictions for violent felonies or serious drug offenses and are barred from possessing a firearm.
- If found in possession of a firearm, these individuals are in violation of Title 18, United States Code, Section 924E, and are subject to a MANDATORY PRISON TERM OF AT LEAST 15 YEARS WITHOUT OPPORTUNITY FOR SUSPENSION, PAROLE, OR PROBATION AND A FINE OF UP TO $25,000.

ATF VIOLENT FELON FILE RECORDS:

- All records in the ATF Violent Felon File are entered by ATF Headquarters in Washington, D.C.
- The subject of each record MUST MEET ALL FOUR OF THE FOLLOWING CRITERIA:

  1. have a minimum of three violent felony or serious drug offense convictions as defined in the statute,
  2. have a felony conviction for a violent crime where a firearm or other weapon was used,
  3. have a conviction for a crime where the subject injured or killed the victim, and
  4. be on probation or parole, or have been released from supervision within the last five years.

- A positive response begins with a caveat or warning.

- This caveat contains four important points:

  1. The subject of the response MAY be a convicted violent felon.
  2. No action may be taken based solely on the record.
  3. The subject of the inquiry MUST be compared to the description in the record.

4. If the subject is in possession of a firearm, ATF should be contacted immediately using the 800 number in the record.

- The description of the subject follows immediately after the caveat.

- When an officer receives a hit AND THE SUBJECT IS IN POSSESSION OF A FIREARM, the officer MUST:

  1. VERIFY that the person is identical to the subject of the ATF Violent Felon File record by comparing the physical description of the subject with the description in the record.

  2. CONTACT ATF using the 24 hour 800 telephone number in the record. ATF will confirm the identity of the subject and determine whether the circumstances constitute a Federal firearms violation. If all criteria have been met, ATF will request the agency to arrest the subject. A local ATF agent will respond to the location where the subject is detained.

- Federal firearms charges are filed in addition to local charges against the subject.

BENEFITS:

- Officer safety is enhanced. The officer is notified that the subject of the hit may be a violent career criminal and a threat to the officer.
- Information on violent career criminals is readily available and shared throughout the criminal justice community.
- Violent career criminals, when convicted of possession of a firearm, receive a mandatory sentence of at least 15 years without opportunity for suspension, parole, or probation, and a fine of up to $25,000.

KEYS TO REMEMBER

WHEN YOU RECEIVE A HIT ON THE ATF VIOLENT FELON FILE:

1. PROCEED WITH CAUTION, BUT DO NOT SEARCH, DETAIN, OR ARREST BASED SOLELY ON AN ATF VIOLENT FELON FILE HIT.

2. MAKE SURE THE SUBJECT YOU INQUIRE UPON IS IDENTICAL WITH THE SUBJECT OF THE RECORD.

3. CONTACT ATF ONLY IF THE SUBJECT IS IN POSSESSION OF A FIREARM. Use the 800 number listed in the record.

THE LAWS OF YOUR STATE AND POLICIES OF YOUR AGENCY MAY AFFECT THE ACTION YOU TAKE WHEN RECEIVING A HIT ON THIS FILE. CONSULT YOUR DEPARTMENT'S LEGAL ADVISOR AND YOUR STATE CONTROL TERMINAL OFFICER FOR ADDITIONAL INFORMATION AND GUIDANCE.

TEST YOUR KNOWLEDGE

1. The ATF Violent Felon File contains records on individuals who have _____ or more convictions for violent felonies or serious drug offenses and are barred by Federal law from possessing a _____.

2. If found in possession of a firearm, these individuals are subject to a _____ prison term of at least _____ years without opportunity for suspension, parole, or probation and a fine of up to $25,000.

3. A positive response begins with a caveat or warning. This caveat contains four important points: (1) The subject of the response _____ be a convicted violent felon. (2) No action may be taken based _____ on this record. (3) The subject of the inquiry MUST be _____ to the description in the record. (4) If the subject is in possession of a firearm, ATF should be _____ immediately using the 800 number in the record.

4. ATF will confirm the identity of the subject and determine whether the circumstances constitute a Federal firearms violation. If all criteria have been met, ATF will request the agency to _____ the subject. A local ATF agent will respond to the location where the subject is detained.

5. Contact ATF _____ if the subject is in possession of a firearm.

ANSWERS

1. three, firearm

2. mandatory, 15

3. may, solely, identical, contacted

4. arrest

5. only

NCIC TRAINING VIDEOS

Additional copies of this or other NCIC Training Videos may be purchased from:

National Audiovisual Center
Customer Service Section
8700 Edgeworth Drive
Capitol Heights, Maryland 20743-3701
(301) 763-1896

VISA and MASTERCARD orders may be made by calling:
1-800-638-1300

Topics will be grouped on single VHS in the following sets:

ORDER #	TITLES	PRICE
A18852	NCIC Overview	$30/15 *
A18853	NCIC Vehicle File NCIC Vehicle File "The Winning Team" NCIC Boat File	$35
A18854	NCIC Hit Confirmation NCIC Validation Policy NCIC Responsibilities for the Agency Administrator	$35
A18855	NCIC Missing Children NCIC Unidentified Person File NCIC Wanted Person File	$35
A18856	NCIC Packing the Record NCIC Investigative Off-Line Search	$35
A18858	NLETS The Vital Link – Overview	$30/15 *
A18971	NCIC Interstate Identification Index NCIC System Security	$35

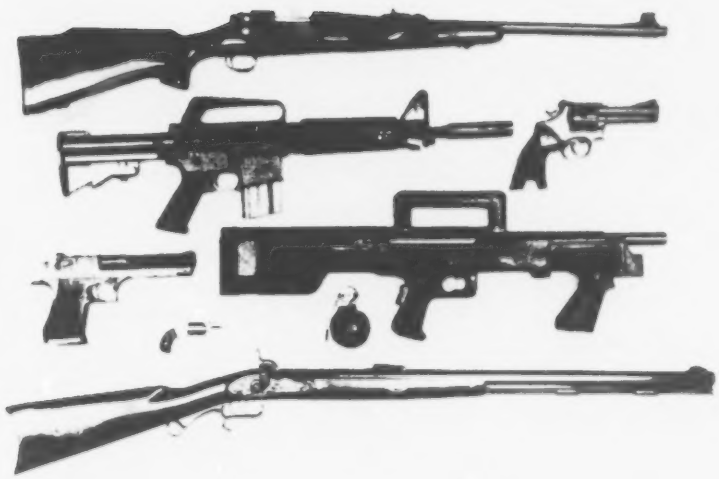
* IF YOU PURCHASE ONLY OVERVIEW PROGRAMS THE COST IS $30 EACH. IF YOU ORDER ONE OR MORE $35 PROGRAMS YOU MAY PURCHASE ONE OR BOTH OVERVIEW PROGRAMS AT $15 EACH.

FOR FURTHER INFORMATION, CALL
(301) 763-1896

U.S. Department of Justice
Federal Bureau of Investigation

NCIC

"Gun File"



163

NCIC...Depend on it.

The National Crime Information Center (NCIC) takes great pride in serving as a source of vital law enforcement information for the criminal justice community.

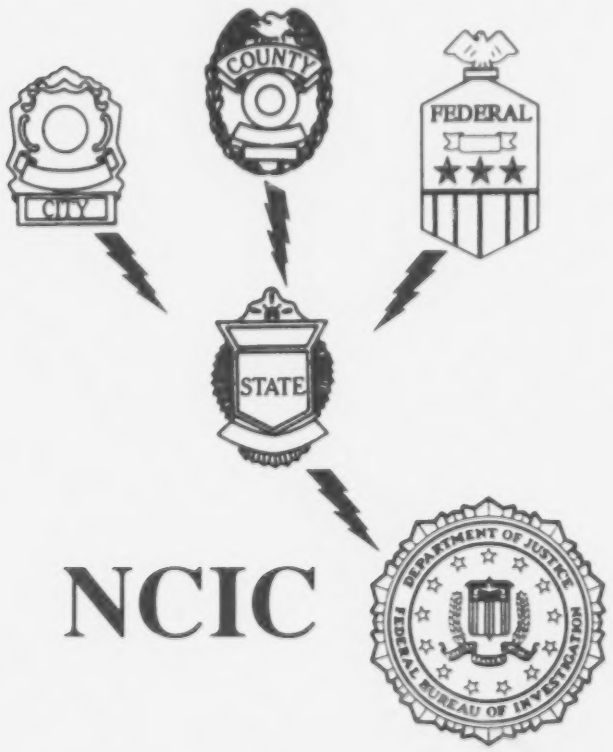
In conjunction with state and local law enforcement agencies, NCIC is coproducing instructional video tapes. These videos range from five to sixteen minutes in length and may be used to augment state NCIC training programs. They will provide a basic knowledge of NCIC policy and procedures for users at all levels. Expertise in NCIC operations will result in more efficient and effective criminal justice operations, help reduce liability, and most importantly, create a safer environment for the entire criminal justice community.

PREFACE

The "NCIC Gun File" is an NCIC training video created for criminal justice personnel to provide an overview of the NCIC Gun File. This video highlights required data for completing record entries and inquiries (Playing Time 12:02).

In addition, this guide will provide the information required to deliver a presentation on the Gun File that will emphasize areas of importance.

The "Highlights," "Keys to Remember," and "Test Your Knowledge" sections of this guide are easily reproduced on standard copying machines and make ideal handout materials for reference and discussion.

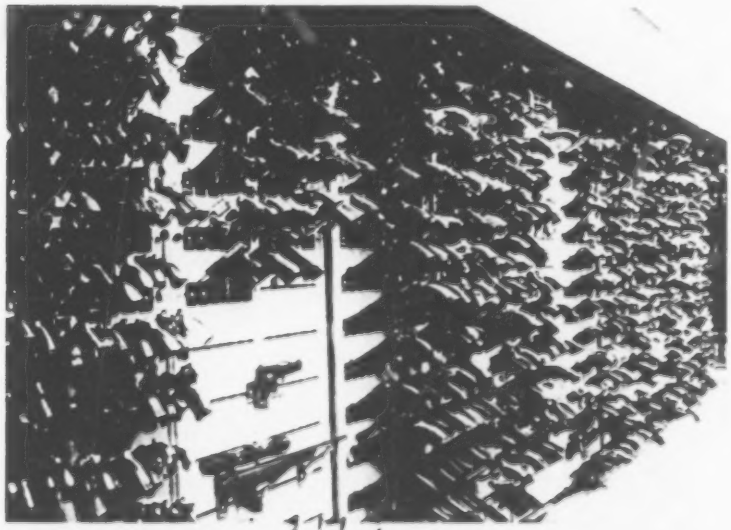


HIGHLIGHTS

GUN RECORD ENTRY:

- A record may be entered for any weapon which is designed to expel a projectile by air, carbon dioxide, or the action of an explosive. This includes:
  1. pistols
  2. rifles
  3. shotguns
  4. machine guns
  5. antique guns
  6. the frame or receiver of any such weapon
  7. firearm muffler or silencer
  8. destructive devices such as grenades, mines, missles, and rockets
  9. disguised guns, including knife guns, pen guns, belt buckle guns, and cane guns
  10. cannons.

- A record may be entered into the NCIC Gun File for any stolen gun.
- A record may also be entered for a recovered or seized weapon. The weapon MUST remain in the possession of the entering agency OR be readily available for examination while the record is in NCIC.



- A recovered gun record should only be entered AFTER an inquiry reveals there is no active NCIC record. For NCIC to be most effective, ACCURATE and COMPLETE INFORMATION must be obtained and correctly entered.
- Gun records must include the serial number, make, caliber, type of gun, date of theft, and agency case number. Though not mandatory, the model number should also be entered into the record.
- In the event that more than one number appears on a gun, the number on the frame must be entered.
- Additional descriptive data should be entered into the miscellaneous field of the record. Descriptive data should include barrel length, cartridge size, color and finish,inscription data, and silencer length.
- Once the entry is completed, it must be checked by someone other than the operator who made the entry. This second party check will help to ensure that the record has been entered completely and correctly. Stolen gun records remain in NCIC until they are removed by the entering agency.
- Recovered gun records remain on file for the year of entry plus (2) years.

GUN RECORD INQUIRY:

- An inquiry can be made using:
  1. serial number, make, and caliber;
  2. serial number and make;
  3. serial number and caliber; or
  4. serial number only.

- AN INQUIRY SHOULD BE MADE BY SERIAL NUMBER, CALIBER, AND MAKE. Using full descriptive information will help eliminate hits on guns with identical serial numbers but different makes.
- A hit on the serial number in the NCIC Gun File is based on an exact match of NUMERIC CHARACTERS ONLY. For example, a search of serial number 369J257 would retrieve records with serial numbers 369257, 369M257, and 36J9257. MULTIPLE RESPONSES MAY OCCUR. VERIFY ALL THE INFORMATION TO ENSURE A PROPER HIT.
- An NCIC hit alone DOES NOT constitute probable cause to arrest or to seize property. CONFIRM the hit with the entering agency before you take action. You must CONTACT the agency that entered the record. Determine that the theft report is still OUTSTANDING and the gun is IDENTICAL to the one described in the record.

KEYS TO REMEMBER

1. A RECORD MAY BE ENTERED INTO THE NCIC GUN FILE FOR ANY STOLEN OR RECOVERED GUN.
2. WHEN ENTERING A RECORD, BE SURE TO ENTER THE CORRECT SERIAL NUMBER.
3. ENTER ALL AVAILABLE INFORMATION TO IMPROVE THE PROBABILITY OF A HIT.
4. WHEN A HIT IS RECEIVED, EXAMINE ALL INFORMATION AND CONFIRM THE HIT BEFORE YOU TAKE ANY ACTION.

MANY STATE CONTROL TERMINAL AGENCIES HAVE ESTABLISHED SPECIFIC POLICIES CONCERNING THE USE OF THIS FILE. CONSULT YOUR STATE SYSTEM OPERATING MANUAL AND CONTROL TERMINAL OFFICER FOR MORE INFORMATION.

TEST YOUR KNOWLEDGE

1. A record may be entered into the NCIC Gun File for any stolen gun. The weapon must have a _____ _____ and a _____ _____ must be on file.

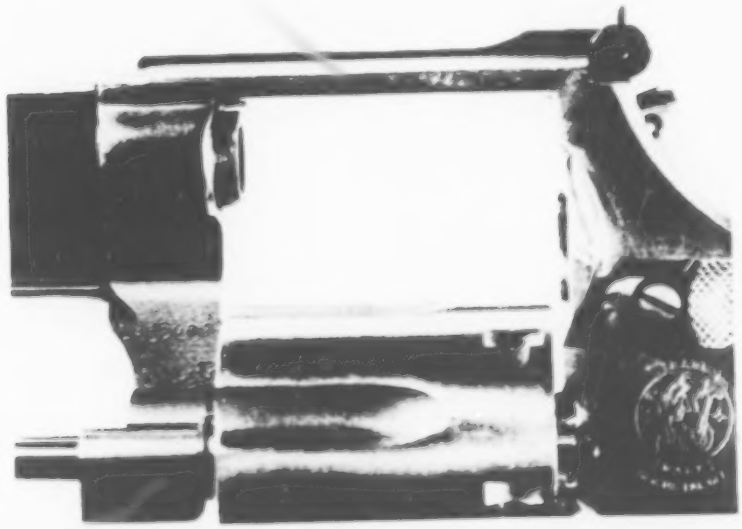
2. A record may also be entered for a recovered or seized weapon. The weapon must remain in the _____ of the entering agency or be readily _____ for examination while the record is in NCIC.

3. A recovered gun record should only be entered after an _____ reveals there is no active NCIC _____.

4. Although an inquiry may be made on a serial number only, the _____ and _____ should also be used as this will help eliminate hits on guns with identical serial numbers but different makes.

5. Because a hit on the serial number in the NCIC Gun File is based on an exact match of numeric characters ONLY, multiple responses may occur. (T or F)

6. Verify all the _____ to ensure a proper hit.



ANSWERS

1. serial number, theft report

2. possession, available

3. inquiry, record

4. caliber, make

5. True - Because a hit on the serial number in the NCIC Gun File is based on an exact match of NUMERIC CHARACTERS ONLY, a search of serial number 369J257 would retreive records with serial numbers 369257, 369M257, and 36J9257. MULTIPLE RESPONSES MAY OCCUR.

6. information

NCIC TRAINING VIDEOS

Additional copies of this or other NCIC Training Videos may be purchased from:

National Audiovisual Center
Customer Service Section
8700 Edgeworth Drive
Capitol Heights, Maryland 20743-3701
(301) 763-1896

VISA and MASTERCARD orders may be made by calling:
1-800-638-1300

Topics will be grouped on single VHS in the following sets:

ORDER #	TITLES	PRICE
A18852	NCIC Overview	$30/15 *
A18853	NCIC Vehicle File NCIC Vehicle File "The Winning Team" NCIC Boat File	$35
A18854	NCIC Hit Confirmation NCIC Validation Policy NCIC Responsibilities for the Agency Administrator	$35
A18855	NCIC Missing Children NCIC Unidentified Person File NCIC Wanted Person File	$35
A18856	NCIC Packing the Record NCIC Investigative Off-Line Search	$35
A18858	NLETS The Vital Link – Overview	$30/15 *
A18971	NCIC Interstate Identification Index NCIC System Security	$35

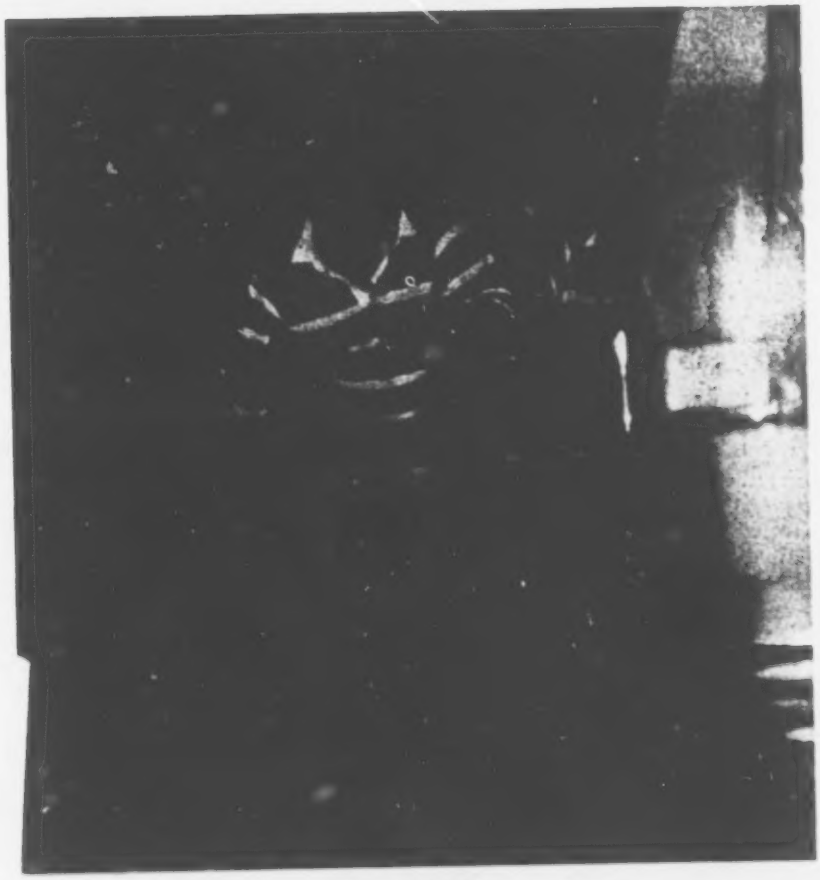
* IF YOU PURCHASE ONLY OVERVIEW PROGRAMS THE COST IS $30 EACH. IF YOU ORDER ONE OR MORE $35 PROGRAMS YOU MAY PURCHASE ONE OR BOTH OVERVIEW PROGRAMS AT $15 EACH.

FOR FURTHER INFORMATION, CALL
(301) 763-1896

U.S. Department of Justice
Federal Bureau of Investigation

NCIC

"Delayed Inquiry Program"



179

NCIC...Depend on it.

BEST COPY AVAILABLE

The National Crime Information Center (NCIC) takes great pride in serving as a source of vital law enforcement information for the criminal justice community.

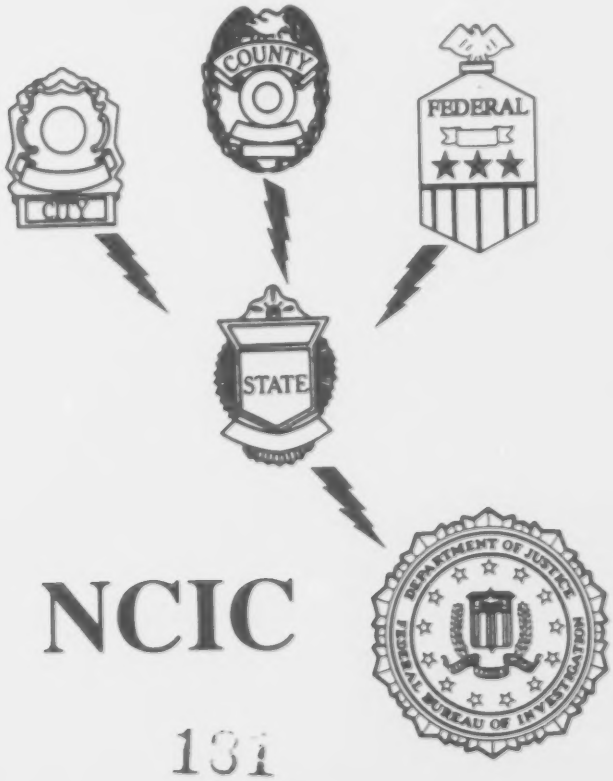
In conjunction with state and local law enforcement agencies, NCIC is coproducing instructional video tapes. These videos range from five to sixteen minutes in length and may be used to augment state NCIC training programs. They will provide a basic knowledge of NCIC policy and procedures for users at all levels. Expertise in NCIC operations will result in more efficient and effective criminal justice operations, help reduce liability, and most importantly, create a safer environment for the entire criminal justice community.

PREFACE

NCIC "Delayed Inquiry Program" is an NCIC training video created for criminal justice personnel to provide an overview of the NCIC Delayed Inquiry Quality Control Program performed at FBI Headquarters. This video highlights the usefulness and success of the program in establishing investigative leads on stolen vehicles, wanted persons, and missing persons (Playing Time 7:00).

In addition, this guide will provide the information required to deliver a presentation on the Delayed Inquiry Program that will emphasize areas of importance.

The "Highlights," "Keys to Remember," and "Test Your Knowledge" sections of this guide are easily reproduced on standard copying machines and make ideal handout materials for reference and discussion.



NCIC

HIGHLIGHTS

INTRODUCTION:

- A vehicle can be stolen days prior to the discovery of the theft.

- The opportunity to recover the vehicle and arrest the subject may be lost due to a delay in entering theft information into NCIC.
- To combat these delays, NCIC created the Delayed Inquiry Program. Using the power of the computer and the skills of an analyst, NCIC develops lead information on stolen vehicles as well as wanted and missing persons.

THE DELAYED Q PROGRAM:

- During October 1988, the Vehicle File Delayed Inquiry Program, known as the Delayed Q, became operational.

- The program extracts vehicle descriptive data from recently entered records and conducts a special search of the NCIC daily transaction log.
- The computer identifies and lists any inquiries made within 72 hours prior to the entry of the record.

- Once a possible match is made, NCIC analysts contact the appropriate agency by telephone or the National Law Enforcement Telecommunications System (NLETS) to provide lead information.
- The analyst recommends that the entering agency and the inquiring agency contact each other to determine the value of the Delayed Q data and to follow up any leads.

- The success of the Vehicle Delayed Q Program prompted NCIC to begin a program for the Wanted Person File and the Missing Person File. In February 1990, the new Delayed Q applications began operating under guidelines similar to the vehicle program.
- The Delayed Q program is an investigative tool designed to help Law Enforcement recover stolen vehicles, identify suspects involved in vehicle thefts, and provide leads in the location of fugitives or missing persons.

KEYS TO REMEMBER

1. NCIC CURRENTLY USES THE DELAYED INQUIRY PROGRAM IN THE VEHICLE FILE, THE WANTED PERSON FILE, AND THE MISSING PERSON FILE.

2. NCIC ANALYSTS CONTACT THE APPROPRIATE LAW ENFORCEMENT AGENCY TO PROVIDE LEAD INFORMATION.

3. THE DELAYED INQUIRY PROGRAM CAN ONLY BE A SUCCESS IF LEAD INFORMATION IS FOLLOWED UP BY THE AGENCIES INVOLVED.

SEVERAL STATES ADMINISTER THEIR OWN DELAYED INQUIRY PROGRAMS. CONTACT YOUR CONTROL TERMINAL OFFICER OR STATE SYSTEM OPERATING MANUAL FOR MORE INFORMATION.

TEST YOUR KNOWLEDGE

1. The opportunity to recover the vehicle and arrest the subject may be lost due to a _____ in entering theft information into NCIC.

2. To combat these delays, NCIC created the _____ _____ Program.

3. In the case of stolen vehicle records, the program extracts vehicle descriptive data from recently entered records and conducts a special search of the NCIC daily transaction log. (T or F)

4. The computer identifies and lists any inquiries made within _____ hours prior to the entry of the record.

5. Once a possible match is made, NCIC analysts contact the appropriate _____ by telephone or the National Law Enforcement Telecommunications System (NLETS) to provide lead information.

6. The analyst recommends that the entering agency and the inquiring agency _____ each other to determine the value of the Delayed Q data and to _____ _____ any leads.

7. The Delayed Q program develops lead information on stolen _____ as well as _____ and _____ persons.

ANSWERS

1. delay
2. Delayed Inquiry or Delayed Q
3. True
4. 72
5. agency
6. contact, follow up
7. vehicles, wanted, missing

NCIC TRAINING VIDEOS

Additional copies of this or other NCIC Training Videos may be purchased from:

National Audiovisual Center
Customer Service Section
8700 Edgeworth Drive
Capitol Heights, Maryland 20743-3701
(301) 763-1896

VISA and MASTERCARD orders may be made by calling

1-800-788-6282

Topics will be grouped on single VHS in the following sets:

ORDER #	TITLES	PRICE
A18852	NCIC Overview	$30/15 **
A18853	NCIC Vehicle File NCIC Vehicle File "The Winning Team" NCIC Boat File	$35
A18854	NCIC Hit Confirmation NCIC Validation Policy NCIC Responsibilities for the Agency Administrator	$35
A18855	NCIC Missing Children NCIC Unidentified Person File NCIC Wanted Person File	$35

ORDER #	TITLES	PRICE
A18856	NCIC Packing the Record NCIC Investigative Off-Line Search	$35
A18858	NLETS The Vital Link - Overview	$30/15 **
A18971	NCIC Interstate Identification Index NCIC System Security	$35
A19068	NCIC/ATF Violent Felon File NCIC Gun File	$35
A19110	NCIC Delayed Inquiry Program NCIC Missing and Unidentified "Updating the Record"	$35

** IF YOU PURCHASE ONLY OVERVIEW PROGRAMS THE COST IS $30 EACH. IF YOU ORDER ONE OR MORE $35 PROGRAMS YOU MAY PURCHASE ONE OR BOTH OVERVIEW PROGRAMS AT $15 EACH.

U.S. Department of Justice
Federal Bureau of Investigation

NCIC

Missing and Unidentified "Updating the Record"

NCIC...Depend on it.

BEST COPY AVAILABLE

The National Crime Information Center (NCIC) takes great pride in serving as a source of vital law enforcement information for the criminal justice community.

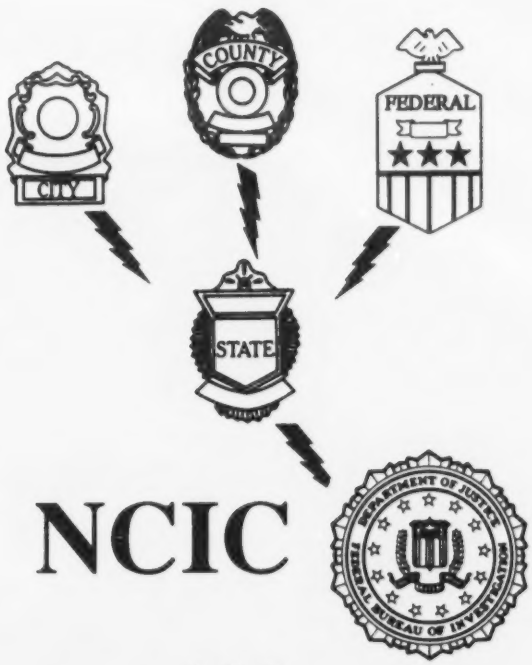
In conjunction with state and local law enforcement agencies, NCIC is coproducing instructional video tapes. These videos range from five to sixteen minutes in length and may be used to augment state NCIC training programs. They will provide a basic knowledge of NCIC policy and procedures for users at all levels. Expertise in NCIC operations will result in more efficient and effective criminal justice operations, help reduce liability, and most importantly, create a safer environment for the entire criminal justice community.

PREFACE

NCIC Missing and Unidentified "Updating the Record" is an NCIC training video created for criminal justice personnel to provide an overview of the Missing and Unidentified Automated Update Program. This video highlights provisions of the National Child Search Assistance Act of 1990 and explains the Automated Update Program (Playing Time 10:00).

In addition, this guide will provide the information required to deliver a presentation on the Missing and Unidentified Automated Update Program that will emphasize areas of importance.

The "Highlights," "Keys to Remember," and "Test Your Knowledge" sections of this guide are easily reproduced on standard copying machines and make ideal handout materials for reference and discussion.



HIGHLIGHTS

INTRODUCTION:

- The National Crime Information Center, known as NCIC, recently introduced an Automated Update Program for missing and unidentified person records. This program has two goals:
  1. help agencies comply with the National Child Search Assistance Act of 1990; and
  2. help match missing person and unidentified person records already in the NCIC system.

THE NATIONAL CHILD SEARCH ASSISTANCE ACT OF 1990:

- On November 29, 1990, Title 37, Public Law 101-647, the National Child Search Assistance Act of 1990 was signed by President Bush.

- This law has two major provisions that affect law enforcement:
  1. No law enforcement agency may establish or maintain a policy that requires a waiting period before accepting a report for a missing child or unidentified person; and
  2. NCIC Missing Person or Unidentified Person records must be VERIFIED AND UPDATED NO LATER THAN SIXTY (60) DAYS AFTER THE ORIGINAL ENTRY OF THE RECORD.
- The update should include any additional information, and IN PARTICULAR, MEDICAL AND DENTAL DATA.

THE AUTOMATED UPDATE PROGRAM:

- Coincidentally with the new legislation, an NCIC Advisory Policy Board study determined that most missing and unidentified person file records are entered with minimum descriptive information.
- This study, along with the new legislation, prompted NCIC to implement an Automated Update Program in February, 1992.
- Thirty (30) days after a missing or unidentified person record is entered, the NCIC computer begins an automated review to identify key information omitted from record data fields. These key data fields are BLOOD TYPE, DENTAL CHARACTERISTICS, FINGERPRINT CLASSIFICATION, JEWELRY TYPE, SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS.
- If information in any of these data fields is missing from a record, the NCIC computer automatically sends a message requesting the entering agency to obtain the missing information and update the record.

- This ONE-TIME NOTIFICATION is transmitted between 7:30 a.m. and 8:30 a.m. Eastern Standard Time.
- An example message MAY be translated on your state system as follows:

$.K.CA1012600
NCIC INCOMPLETE MISSING/
UNIDENTIFIED PERSON NOTIFICATION
AT 0730 EST 052092. YOUR ENTRY
NIC/M000069216, OCA/TEST56789
HAS INFORMATION MISSING FROM
ONE OR MORE OF THE FOLLOWING KEY
DATA FIELDS: BLT, DCH, FPC, JWT,
SMT. IF ANY ADDITIONAL SUPPLEMENTAL
INFORMATION IS AVAILABLE, THAT DATA
SHOULD BE ENTERED IMMEDIATELY. THIS
WILL BE YOUR ONLY NCIC NOTIFICATION.

- Any information can assist in identifying a missing or unidentified person. All possible information should be entered into NCIC and state system records to increase the probability of an automated match between the Unidentified and Missing Person Files.
- The Automated Message Program serves as a reminder to the investigator to update records with any additional information that was not available at the time of entry.

197

KEYS TO REMEMBER

1. THE NCIC PROGRAM REVIEWS MISSING AND UNIDENTIFIED PERSON FILES TO IDENTIFY KEY INFORMATION OMITTED FROM RECORD DATA FIELDS. THESE FIELDS ARE: BLOOD TYPE [BLT], DENTAL CHARACTERISTICS [DCH], FINGERPRINT CLASSIFICATION [FPC], JEWELRY TYPE [JWT], AND SCARS, MARKS, TATTOOS AND OTHER CHARACTERISTICS [SMT].

2. THIRTY (30) DAYS AFTER AN ENTRY, THE NCIC COMPUTER SENDS A MESSAGE TO THE ENTERING AGENCY NOTIFYING IT OF RECORDS LACKING KEY INFORMATION.

3. THE PROGRAM IS DESIGNED TO REMIND INVESTIGATORS TO OBTAIN KEY DATA AND TO REINFORCE THE NEED FOR COMPLETE RECORDS.

MANY STATES MAY HAVE ADDITIONAL REQUIREMENTS CONCERNING THE UPDATE OF MISSING AND UNIDENTIFIED PERSON RECORDS. CONTACT YOUR CONTROL TERMINAL OFFICER OR STATE SYSTEM OPERATING MANUAL FOR MORE INFORMATION.

198

TEST YOUR KNOWLEDGE

1. The National Child Search Assistance Act of 1990 has two major provisions that affect law enforcement:
   (1) No law enforcement agency may establish or maintain a policy that requires a _____ period before accepting a report for a missing child or unidentified person; and
   (2) NCIC Missing Person or Unidentified Person records must be verified and updated no later than _____ days after the original entry of the record.

2. The update should include any additional information, and in particular, _____ and _____ data.

3. Thirty (30) days after a missing or unidentified person record is entered, the NCIC computer begins an automated review to identify key information omitted from record data fields. (T or F)

4. If information in any of these data fields is missing from a record, the NCIC computer automatically transmits a one-time _____ message between 7:30 a.m. and 8:30 a.m. Eastern Standard Time, requesting the entering agency to obtain the _____ information and _____ the record.

5. The Automated Message Program serves as a _____ to the investigator to update records with any additional information that was not _____ at the time of entry.

193

ANSWERS

1. (1) waiting, (2) sixty (60)

2. medical, dental

3. True

4. notification, missing, update

5. reminder, available

TITLE XXXVII–NATIONAL CHILD SEARCH ASSISTANCE ACT OF 1990

42 USC 5779. SEC. 3701. REPORTING REQUIREMENT.

(a) IN GENERAL–Each Federal, State, and local law enforcement agency shall report each case of a missing child under the age of 18 reported to such agency to the National Crime Information Center of the Department of Justice.
(b)GUIDELINES–The Attorney General may establish guidelines for the collection of such reports including procedures for carrying out the purposes of this Act.
(c) ANNUAL SUMMARY–The Attorney General shall publish an annual statistical summary of the reports received under this title.

SEC. 3702. STATE REQUIREMENTS.

Each State reporting under the provisions of this title shall–

(1) ensure that no law enforcement agency within the State establishes or maintains any policy that requires the observance of any waiting period before accepting a missing child or unidentified person report;
(2) provide that each such report and all necessary and available information, which, with respect to each missing child report shall include–
  (A) the name, date of birth, sex, race, height, weight, and eye and hair color of the child;
  (B) the date and location of the last known contact with the child; and
  (C) the category under which the child is reported missing;

is entered immediately into the State law enforcement system and the National Crime Information Center computer networks and made available to the Missing Children Information Clearinghouse within the State or other agency designated within the State to receive such reports; and

(3) provide that after receiving reports as provided in paragraph (2), the law enforcement agency that entered the report into the National Crime Information Center shall–

(A) no later than 60 days after the original entry of the record into the State law enforcement system and National Crime Information Center computer networks, verify and update such record with any additional information, including, where available, medical and dental records;

(B) institute or assist with appropriate search and investigative procedures; and

(C) maintain close liaison with the National Center for Missing and Exploited Children for the exchange of information and technical assistance in the missing children cases.

Approved November 29, 1990.

NCIC TRAINING VIDEOS

Additional copies of this or other NCIC Training Videos may be purchased from:

National Audiovisual Center
Customer Service Section
8700 Edgeworth Drive
Capitol Heights, Maryland 20743-3701
(301) 763-1896

VISA and MASTERCARD orders may be made by calling

1-800-788-6282

Topics will be grouped on single VHS in the following sets:

ORDER #	TITLES	PRICE
A18852	NCIC Overview	$30/15 *
A18853	NCIC Vehicle File NCIC Vehicle File - "The Winning Team" NCIC Boat File	$35
A18854	NCIC Hit Confirmation NCIC Validation Policy NCIC Responsibilities for the Agency Administrator	$35
A18855	NCIC Missing Children NCIC Unidentified Person File NCIC Wanted Person File	$35

ORDER #	TITLES	PRICE
A18856	NCIC Packing the Record	$35
	NCIC Investigative Off-Line Search	
A18858	NLETS The Vital Link - Overview	$30/15 *
A18971	NCIC Interstate Identification Index	$35
	NCIC System Security	
A19068	NCIC/ATF Violent Felon File	$35
	NCIC Gun File	
A19110	NCIC Delayed Inquiry Program	$35
	NCIC Missing and Unidentified "Updating the Record"	

* IF YOU PURCHASE ONLY OVERVIEW PROGRAMS THE COST IS $30 EACH. IF YOU ORDER ONE OR MORE $35 PROGRAMS YOU MAY PURCHASE ONE OR BOTH OVERVIEW PROGRAMS AT $15 EACH.

FOR FURTHER INFORMATION, CALL
(301) 763-1896